NOMs Reporting

National Outcome Measures Data Tools

USER MANUAL

VERSION 1.5

APRIL 2011

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INTRODUCTION

What is the purpose of the National Outcome Measures (NOMs)?

NOMs are a set of domains and measures that the Substance Abuse and Mental Health Services Administration (SAMHSA) will use to accomplish its vision and to meet all of its Federal reporting requirements, thus reducing burden and redundancy for grantees.

SAMHSA's vision is "Life in the Community for Everyone: Building Resilience and Facilitating Recovery." Within this vision are three goals: accountability, capacity and effectiveness for all agency initiatives. NOMs are SAMHSA's means to address its accountability goal and performance-monitoring approach. The NOMs will be used for GPRA and PART Reporting.

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TIPS FOR USING THE APPLICATION EFFECTIVELY

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 X 768 pixels or larger. If your screen resolution is smaller (i.e., 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, you will have to scroll more both up & down and left & right to access all the data fields.

To change your PC monitor settings, right click on the **Desktop background** and select **Properties**. Next, click on the **Settings** tab and move the **Screen Resolution** scroll bar to the right (towards "more") to select 1024 X 768 resolution. Click the **OK** button at the bottom of the window to make the change effective.

Web Browser

The web browser supported by NOMs Reporting is Microsoft Internet Explorer (IE). Mozilla Firefox, Netscape, Safari and other browsers may not be supported by NOMs Reporting. They may function but not to design specifications. We recommend users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blocker

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars, and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like NOMs Reporting require pop-ups to be able to function. If your pop-up blocker is enabled, there is a possibility that NOMs Reporting may not function or appear properly. You should either disable the pop-up blocker while using NOMs Reporting while remembering to enable it, if desired, when not in NOMs Reporting or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option "Tools" and then go to "Internet Options". After the "Internet Options" window is available, you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If your "Block Pop-Ups" checkbox is checked then click on the "Settings" button. You can now add the NOMs Reporting link to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from NOMs Reporting.

*Note: These are instructions for Internet Explorer 6.0 and may be different for other Internet Explorer versions.

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Application Navigating

NOMs Reporting is set up in such a fashion that moving from top to bottom of each page and section to section on the menu is the only approach to using the application. You must start at Data Submissions and enter your data if you would like to have the data available in the Reporting Services section. Continuing in this manner will ensure that all of the sections of the system have enough information to function correctly. If certain sections have not been completed, you will have difficulty completing other sections. You also must save each screen before moving onto the next section by clicking on the SAVE button located at the bottom of the page.

Computer Keys

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Control (Ctrl) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

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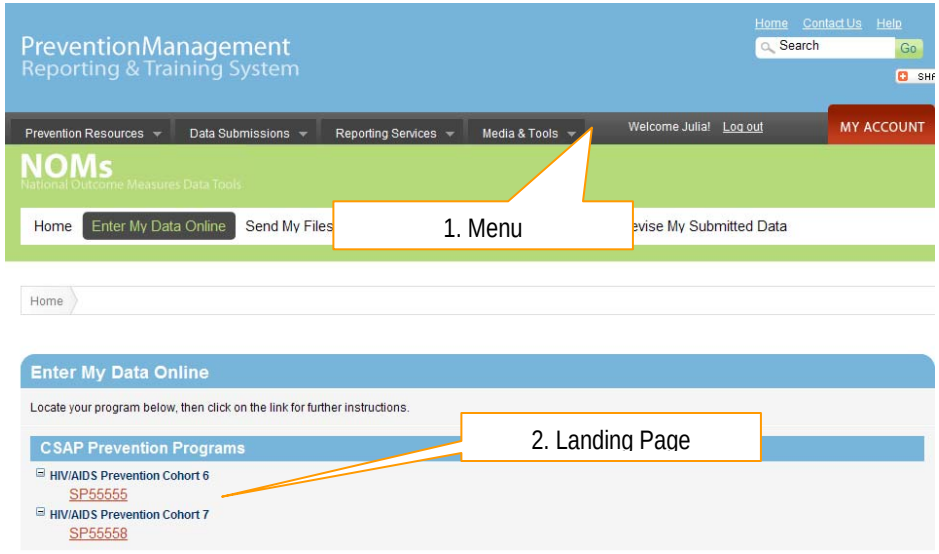
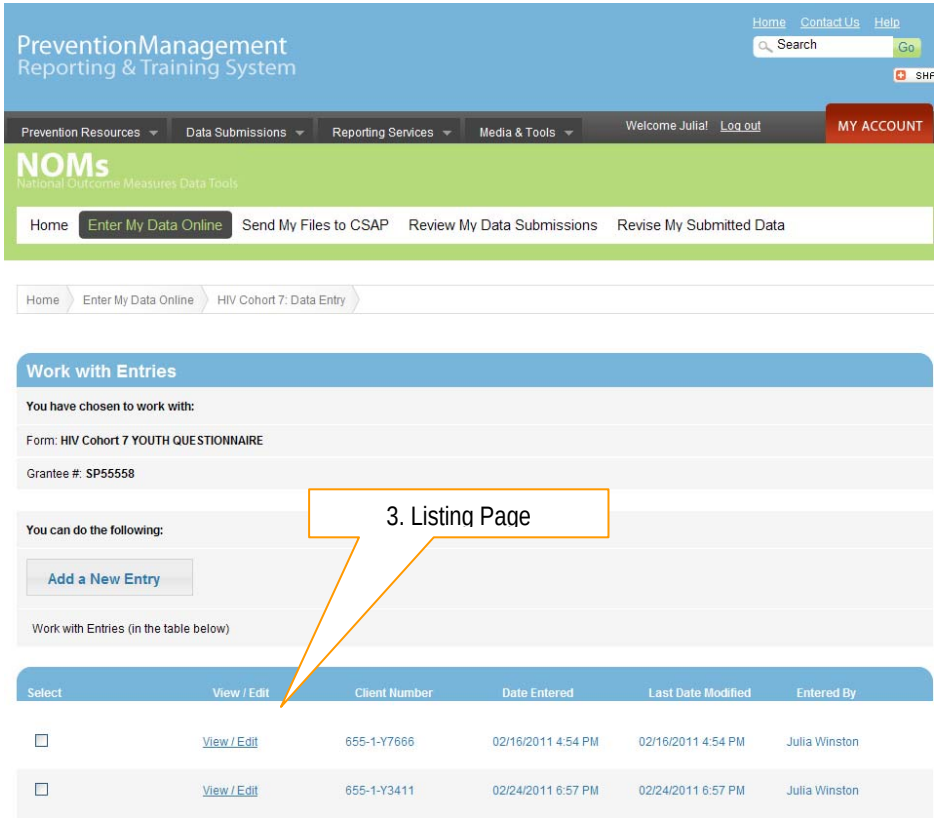
Menu Information

The Menu for the application is located across the top of the screen. The Menu categories list the main modules that are within the application. (For more information on Landing Pages, see the Understanding the Landing Page section.)

1. Menu	Constant (unchanging). Available at all times.
2. Landing Page	Varies depending on which Menu category is selected.
3. Listing Page	Varies depending on which Menu category is selected.



(This is a screenshot displaying the Menu (1) and a Landing Page (2))



(This is a sample screenshot displaying a Listing Page (3))

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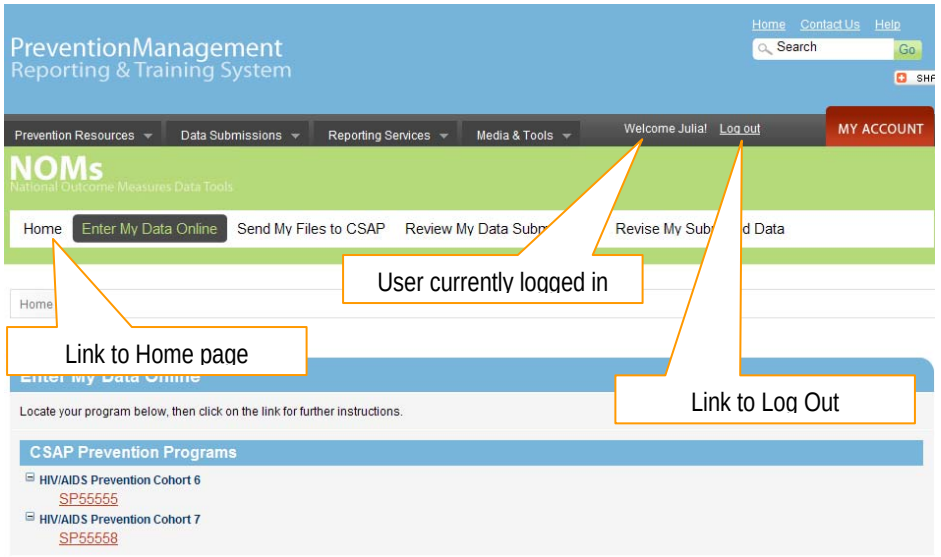
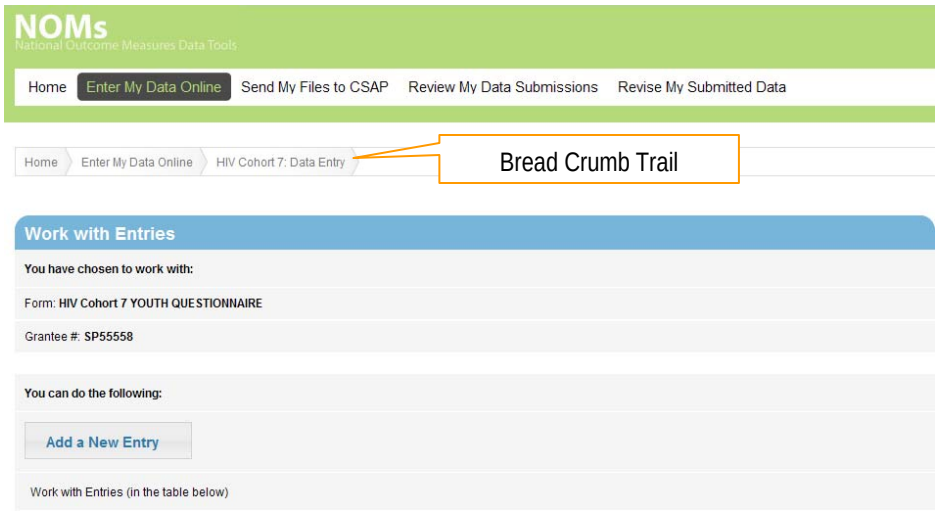
The PMRTS menu provides a link (**Log out**) and the NOMS menu provides a link to the (**Home**) page.



Bread Crumb Trail

A "Bread Crumb Trail" is provided to indicate where you currently are in the system. The links provided in the Bread Crumb Trail also allows you to move **backwards** in the system.



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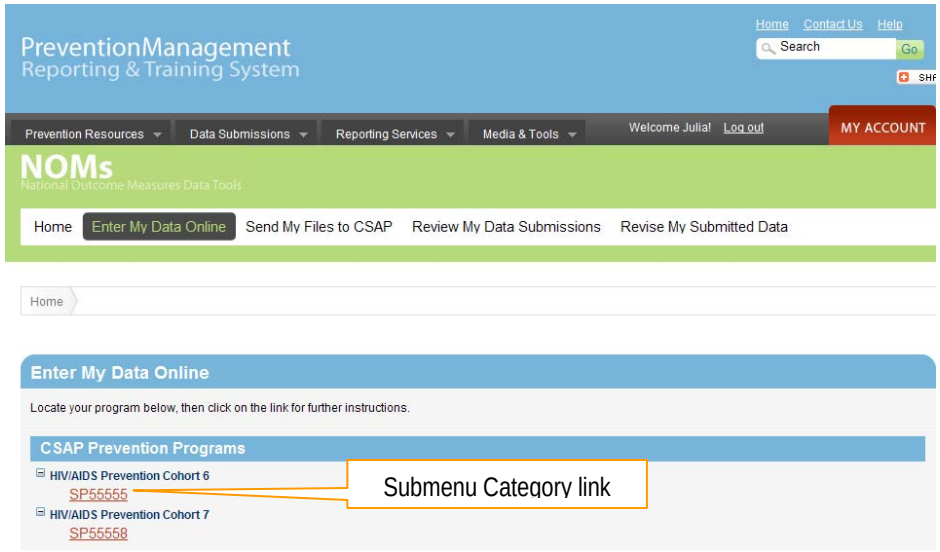
Understanding the Landing Pages

When first entering a module you may see a list of the entire categories associated with that module. This is called a "Landing Page". The Landing Page of a module provides a description of what can be done in that module as well as listing each category as a link to the Listing Page and entry forms. (For more information on the Listing Pages, see the Using the Listing Page section.) No data is entered on the Landing Page.

To open a category:

- Click on the Landing Page Submenu Category link.



(This is a screenshot displaying a Landing Page.)

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Using the Listing Pages

After selecting a category from the Landing Page you will see the "Listing Page". When going into an area where a Listing Page is available, the service allows you to select previously entered data to edit or view its content. No data is entered on the Listing Page.

Those Listing Pages that do not have an Add an Entry (Add an Entry) button automatically list the information you are working on. To add information to these forms, click the link next to the appropriate name listed in the table. No data is entered on a Listing Page.

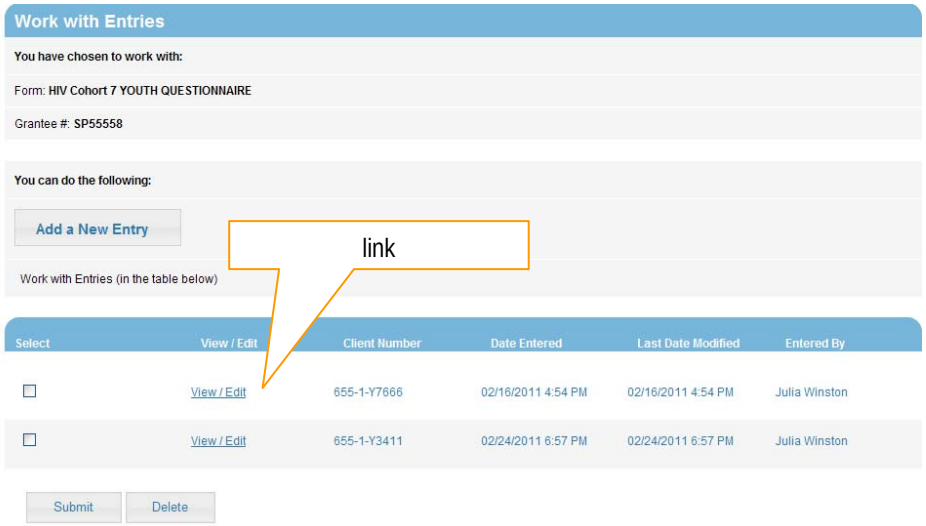
There are three types of Listing Pages:

1. Grid View
2. Hierarchy View
3. Single Form View

Grid View

The Grid View displays the data in tables. Specific pieces of data will be displayed within the Grid based on the fields within the entry/edit form.

- When first viewing a Listing Page, all of the data is available for Searching. Click the link of the data you would like to edit/view.
- You will be taken to the entry/edit screen. This page will be in edit mode (most data fields will be open for data entry). Make any changes needed to the form. Click the Save (Save) button to save the changes.



(This is a sample screenshot of a "Grid View" Listing Page.)

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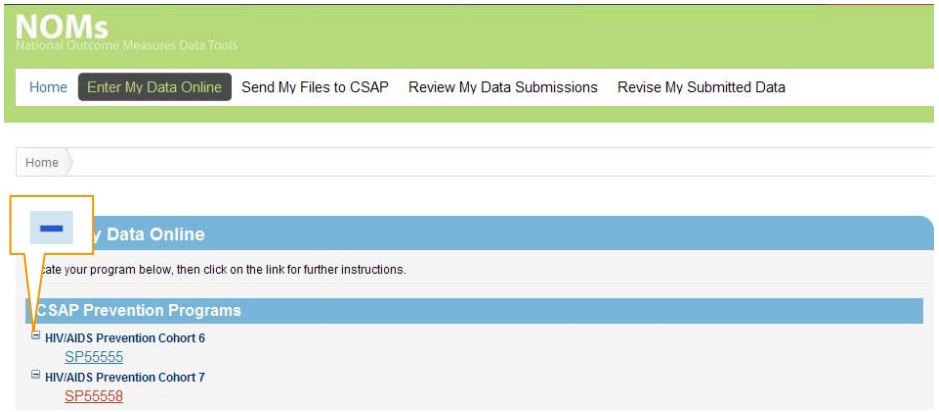
Hierarchy View

A Hierarchical View is used to review data that has previously been submitted within the application.

- When viewing the Listing Page, you can click the (+) or (-) sign to display or hide the related content.

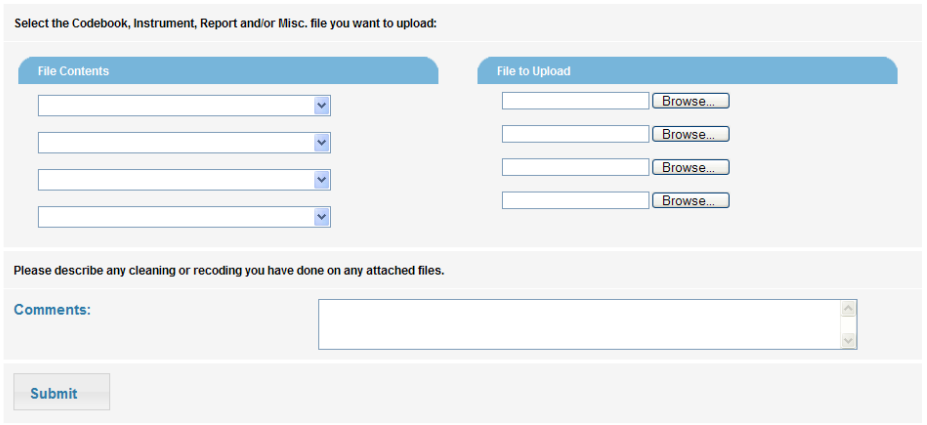


(This is a sample screenshot of a "Hierarchy View" Listing Page.)

Single Form View

The Single Form View is used when the data is entered one time. The single form view is used to collect data related to a file being uploading.

- The form can be edited at any time, but you must click the Submit (Submit) button to update the data.



(This is a partial screenshot of a "Single Form View" Listing Page.)

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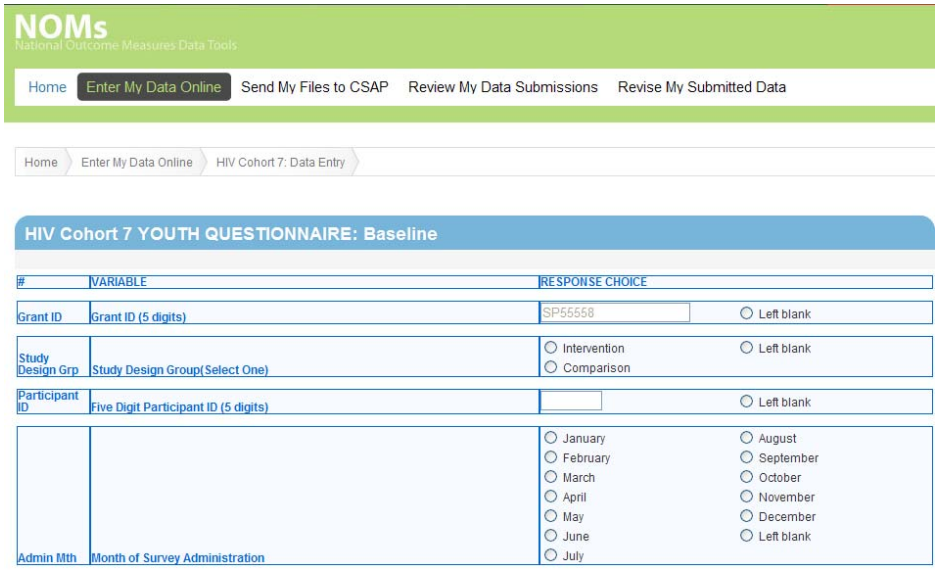
Edit Forms

The Edit Form contains the fields for entering and editing data.

- If you clicked the Add an Entry (Add an Entry) link to enter new information into a form, the Edit Form data fields will be blank.
- When clicking the link to select and view existing data, the Edit form data fields will display the data entered/selected previously. These fields may be modified, if needed.



(This is a partial screenshot of an Edit Form.)

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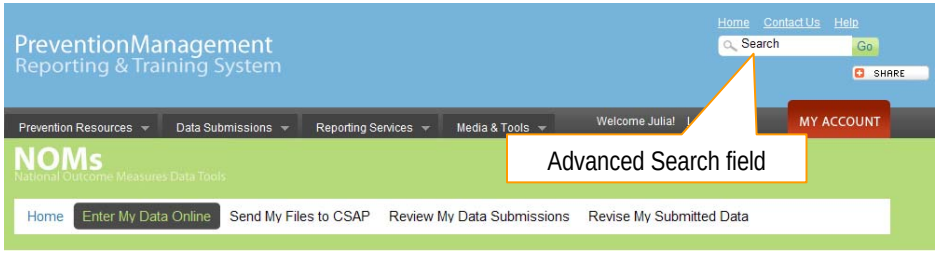
Advanced Search

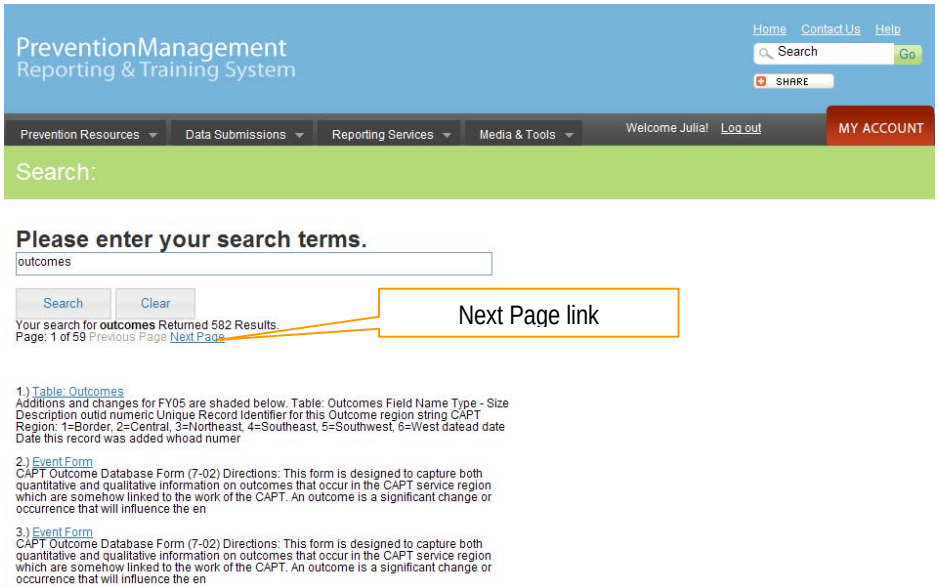
The Advanced Search feature allows you to set more specific specification on the searches within the application. Each Listing Page includes a search feature which allows you to find a particular record by using the Advanced Search feature.

To begin using the Advanced Search feature:

1. Enter the term you wish to search for in the Search (Search) field.
2. Click the Go (Go) button.



3. The results of your Search will be displayed. To access the section containing that Search term, click the link of the name of that section.
    a. If there is more than one page of results, click the Next Page or Previous Page links to navigate through the pages.


PreventionManagement
Reporting & Training System
Home
Contact Us
Help
Search
Go
SHARE
Prevention Resources
Data Submissions
Reporting Services
Media & Tools
Welcome Julia!
Log out
MY ACCOUNT
Search:
Please enter your search terms.
outcomes
Search
Clear
Your search for outcomes Returned 582 Results.
Page: 1 of 59 Previous Page Next Page
Next Page link
1.) Table: Outcomes
Additions and changes for FY05 are shaded below. Table: Outcomes Field Name Type - Size Description outid numeric Unique Record Identifier for this Outcome region string CAPT Region: 1=Border, 2=Central, 3=Northeast, 4=Southeast, 5=Southwest, 6=West datead date Date this record was added whoad numer
2.) Event Form
CAPT Outcome Database Form (7-02) Directions: This form is designed to capture both quantitative and qualitative information on outcomes that occur in the CAPT service region which are somehow linked to the work of the CAPT. An outcome is a significant change or occurrence that will influence the en
3.) Event Form
CAPT Outcome Database Form (7-02) Directions: This form is designed to capture both quantitative and qualitative information on outcomes that occur in the CAPT service region which are somehow linked to the work of the CAPT. An outcome is a significant change or occurrence that will influence the en

(This is a sample screenshot of the Search Listing Page.)

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Data Fields & Buttons

In NOMs Reporting there are several fields, boxes, and buttons that are used to collect, store, print, organize and delete data. Here are some examples:

Type	Preview/Description
Text Field (aka 'Text Box')	
Dropdown List (aka 'Pull Down Menu')	Adult Questionnaire
Radio Buttons	Selected Not Selected
Check Boxes	Selected Not Selected

Enter data into NOMs Reporting can be made easier by using the "Tab" key on the keyboard. The "Tab" key advances the cursor to the next data field. You can go from the current field to the previous field by holding the "Shift" key and pressing "Tab" (Shift + Tab). You can also navigate through the fields by using the mouse.

If a required field does not have data entered into it and you try to save the form, you will receive a message that informs you of the field vacant of data and you will not be able to save that form until that field has data. Some or all of the fields may be required in order to save the form. Those fields that are required are bold and with an asterisk next to the field name.

Tips

- You must click the Save (Save) button before moving on to the next section in the system.
- To select multiple data at one time from a Multiple Selector Box or List Box, hold the control (Ctrl) key on the keyboard and left click the mouse on any of the data options that you'd like to include in your entry.

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Edit Form Buttons

Information is entered and edited through the Edit Forms. The table below summarizes the buttons used to enter/edit information into an Edit Form.

Add an Entry	Must be pressed first to add new information to an Edit Form
Cancel	Cancels the Add or Edit without saving any information entered
Delete	Removes the information currently on an Edit Form from the NOMs Reporting database
Export Data or Export	Downloads the selected file into the desired format.
Save	Adds the information on an Edit Form to the NOMs Reporting database
Submit	Forwards the approved information to the appropriate parties for further consideration.
View / Edit	Allows the Edit Form fields to be “open” for modifications

Additional Feature Buttons

Within the NOMs Reporting Application are these icons offering additional help to the user. Click on one of the icons to receive the help needed.

Show Details	Shows additional details regarding data

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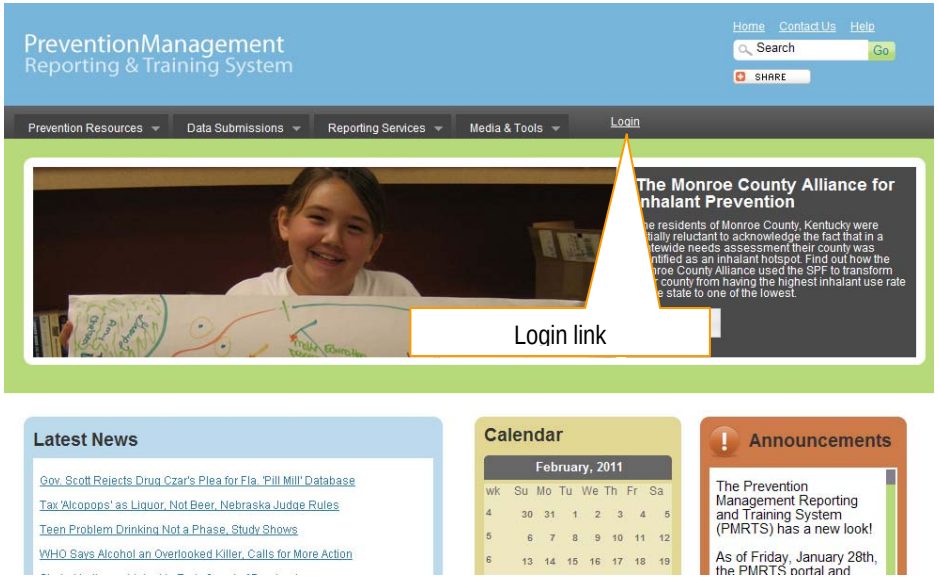
LOGIN PROCEDURE

Connect to the Internet using your Internet browser. In the Address (Location) box, type in the following address and press enter:
https://www.pmrts.samhsa.gov/pmrts/

To access NOMs Reporting, you will login through the Prevention Management Reporting and Training System website.

1. Click the Login (Login) link located in the top right hand corner of the screen.



(This is a partial screenshot displaying the Home Page.)

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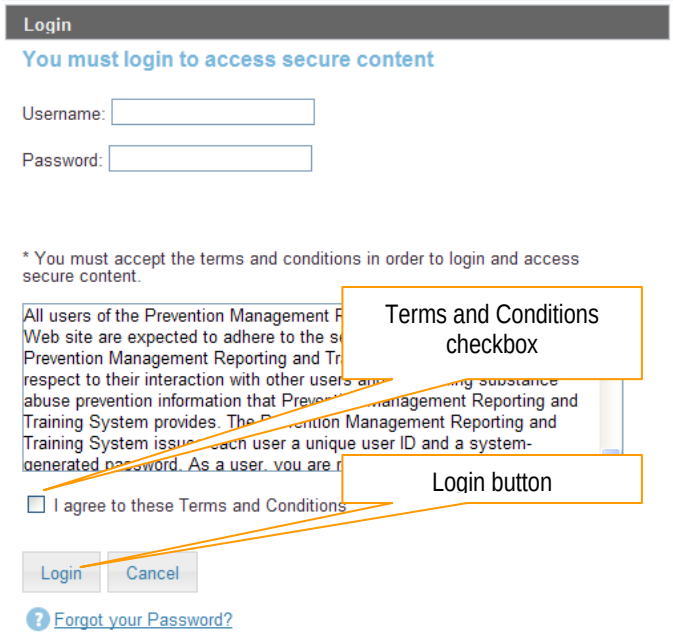
2. Type the login name in the **Username** field.
3. Type the password in the **Password** field.
4. Click the box that states: **'I agree to these Terms and Conditions'**.
5. Click the Login (**Log In**) button.
   *Note: To cancel the login process, click the Cancel (**Cancel**) button.


Login
You must login to access secure content
Username:
Password:
* You must accept the terms and conditions in order to login and access secure content.
Terms and Conditions checkbox
I agree to these Terms and Conditions
Login button
Login
Cancel
Forgot your Password?

(This is a screenshot displaying the Login Page.)

Tips

- The User Name IS NOT case sensitive.
- The Password IS case sensitive.

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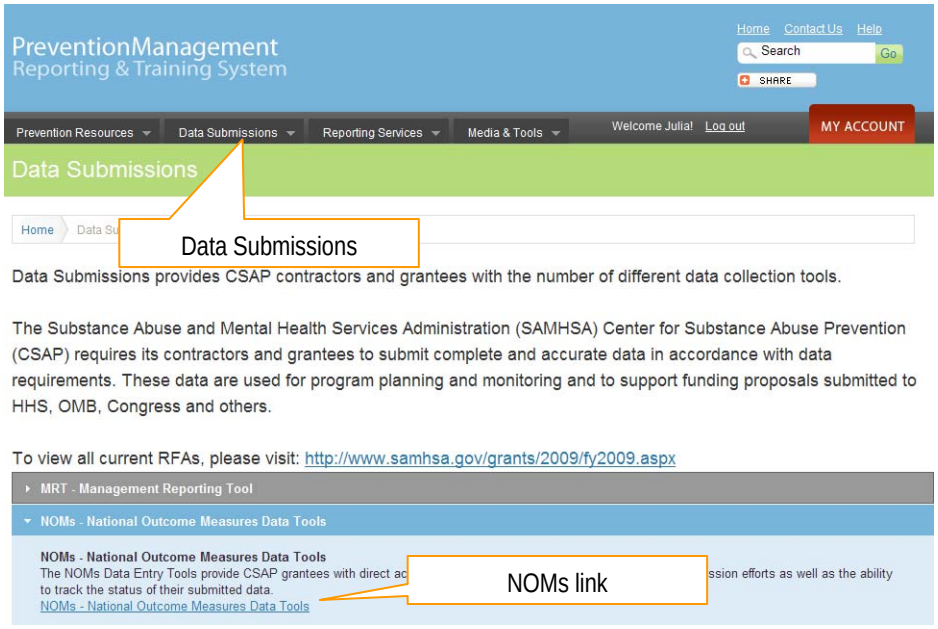
6. Click **Data Submissions** from the Prevention Management menu.
7. Click the **NOMs - National Outcome Measures Data Tools** link.


PreventionManagement
Reporting & Training System
Home
Contact Us
Help
Search
Go
SHARE
Prevention Resources
Data Submissions
Reporting Services
Media & Tools
Welcome Julia!
Log out
MY ACCOUNT
Data Submissions
Home
Data Submissions
Data Submissions provides CSAP contractors and grantees with the number of different data collection tools.
The Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Substance Abuse Prevention (CSAP) requires its contractors and grantees to submit complete and accurate data in accordance with data requirements. These data are used for program planning and monitoring and to support funding proposals submitted to HHS, OMB, Congress and others.
To view all current RFAs, please visit: http://www.samhsa.gov/grants/2009/fy2009.aspx
MRT - Management Reporting Tool
NOMs - National Outcome Measures Data Tools
NOMs - National Outcome Measures Data Tools
The NOMs Data Entry Tools provide CSAP grantees with direct ac
ssion efforts as well as the ability to track the status of their submitted data.
NOMs - National Outcome Measures Data Tools
NOMs link

(This is a screenshot displaying the Data Submissions Landing Page.)

Tips

- The Prevention Management Reporting and Training System is a portal for several data entry applications. The Data Submissions section lists all of the available data entry applications that your account is associated with.

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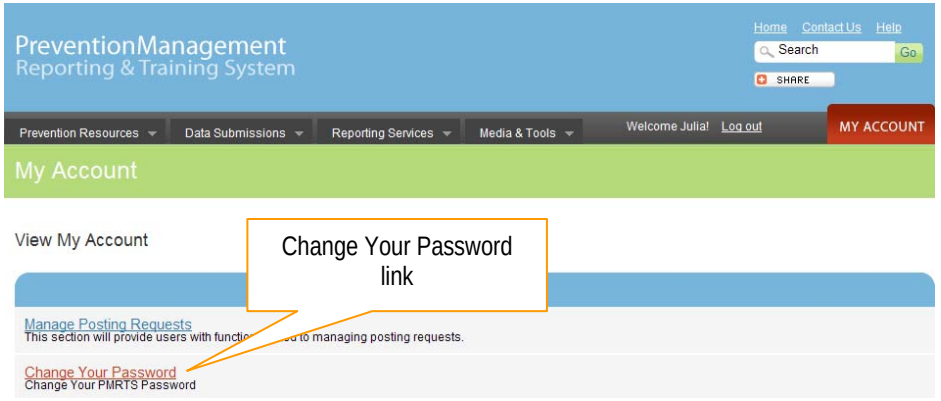
Change Your Password

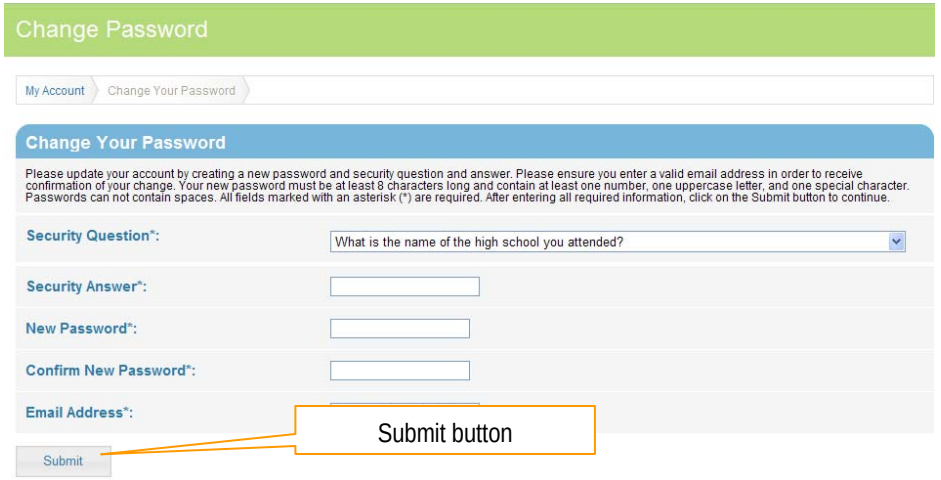
The Change Your Password feature allows a user to change the password for the account he or she is currently logging into the system with.

1. To change your password, begin by clicking the **My Account** from the Prevention Management Reporting and Training System main menu.
2. Click the **Change Your Password** link.



(This is a screenshot displaying the My Account Landing Page.)

3. Select a **Security Question*** from the dropdown list.
   *Note: The Security Question will be used when using the Forgot Password feature to ensure the user requesting a password is legitimate.
4. Enter your answer to the selected security question in the **Security Answer*** field.
5. Type the password you would like to use in the **New Password*** field.
6. Retype the password in the **Confirm New Password*** field.
7. Verify or update the email address in the **Email Address*** field.
8. Click the Submit (**Submit**) button.


Change Password
My Account
Change Your Password
Change Your Password
Please update your account by creating a new password and security question and answer. Please ensure you enter a valid email address in order to receive confirmation of your change. Your new password must be at least 8 characters long and contain at least one number, one uppercase letter, and one special character. Passwords can not contain spaces. All fields marked with an asterisk (*) are required. After entering all required information, click on the Submit button to continue.
Security Question*:
What is the name of the high school you attended?
Security Answer*:
New Password*:
Confirm New Password*:
Email Address*:
Submit
Submit button

(This is a screenshot displaying the Change Your Password Page.)

Tips

- The **User Name** IS NOT case sensitive.
- The **Password** IS case sensitive. The Password must also fill the following requirements:
  - Minimum length: 8 characters
  - At least one upper case
  - At least one number

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At least one of the special characters: !@#$%^&

- You will be required to change your password every 90 days.

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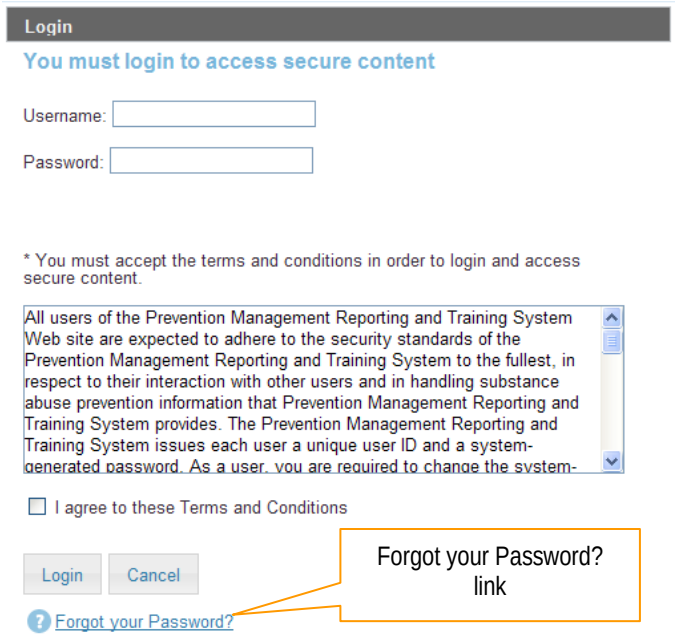
Forgot Your Password?

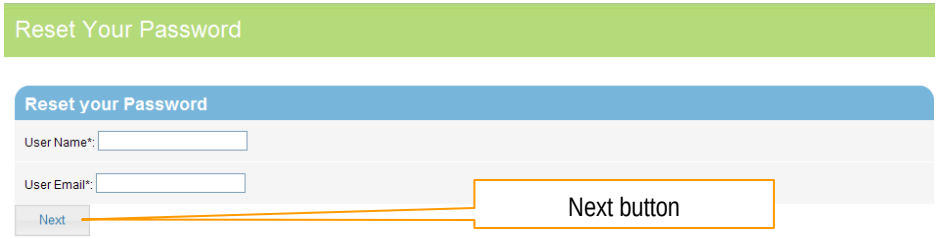
If you are unable to log into the NOMs Reporting application due to forgetting your password, you can retrieve this information by clicking the link entitled "I forgot my password"

1. On the Login page, click the Forgot your Password? link.


Login
You must login to access secure content
Username:
Password:
* You must accept the terms and conditions in order to login and access secure content.
All users of the Prevention Management Reporting and Training System Web site are expected to adhere to the security standards of the Prevention Management Reporting and Training System to the fullest, in respect to their interaction with other users and in handling substance abuse prevention information that Prevention Management Reporting and Training System provides. The Prevention Management Reporting and Training System issues each user a unique user ID and a system-generated password. As a user, you are required to change the system-
I agree to these Terms and Conditions
Login
Cancel
Forgot your Password?
Forgot your Password? link

(This is a screenshot displaying the Login Page.)

2. Type the login name in the **User Name** field.
3. Type the email address of the user who is associated with the User Name in the **User Email** field.
   *Note: This must be a valid email address.
4. Click the Next (**Next**) button.
5. On the next screen answer the Security Question.
6. Click the Next (**Next**) button.



(This is a screenshot displaying the Reset Your Password Page.)

Tips

- If you currently do not have an account you will not be able to use the Forgot Password feature.

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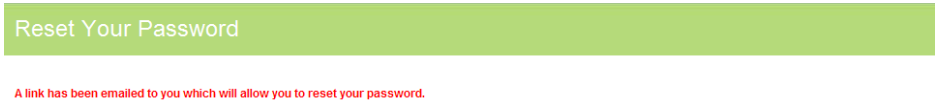
7. A new temporary password will be sent to the email address that is associated with the User Name.



(This is a screenshot displaying the Reset Your Password Page.)

Tips

- If you do not receive a new temporary password first check your junk mail and spam folders. If you still did not receive a temporary password, contact Support at 1-888-DITIC-4-U (348-4248). The following reasons may be the cause: your email address has changed since the account was created, you mistyped the email address, or you are unable to receive emails from Support.
- Please add the following domain to your safe list: @kitsolutions.net to ensure you receive emails from Support.

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Account Locked

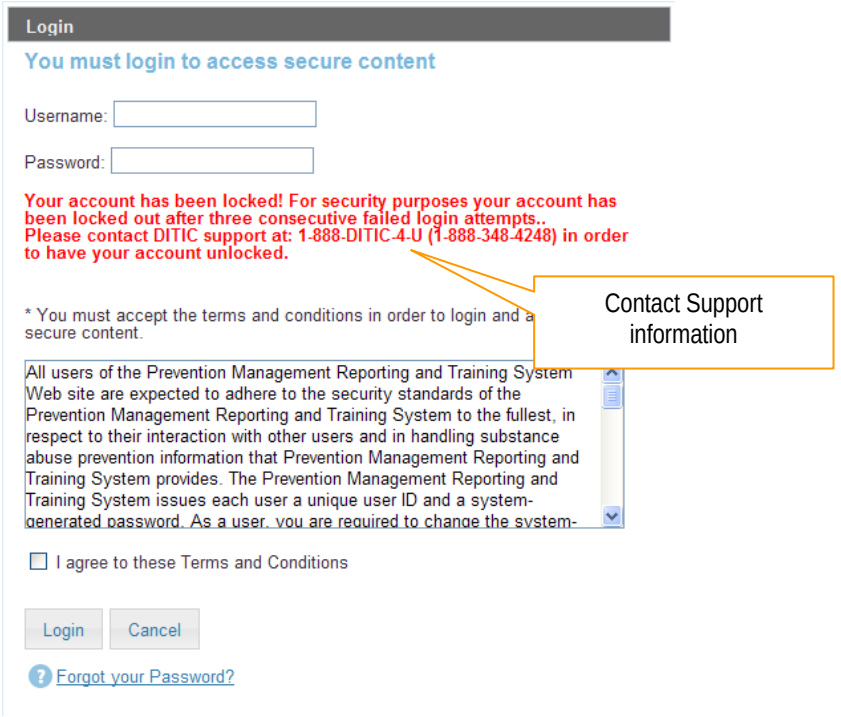
If you attempt to log into the system unsuccessfully three (3) times, you will be locked out of your account. Please contact Support to have your account unlocked.

SUPPORT CONTACT INFORMATION:

- 1-888-DITIC-4-U (348-4248)
- DITICSupport@kitsolutions.net
- Use the Contact Form on the Support Site: http://kitusers.kithost.net/support/diticsupport

Once your account is unlocked you will receive an email:

- The email informs you that your account has been unlocked. Subject line will read: **User Account has Been Unlocked**

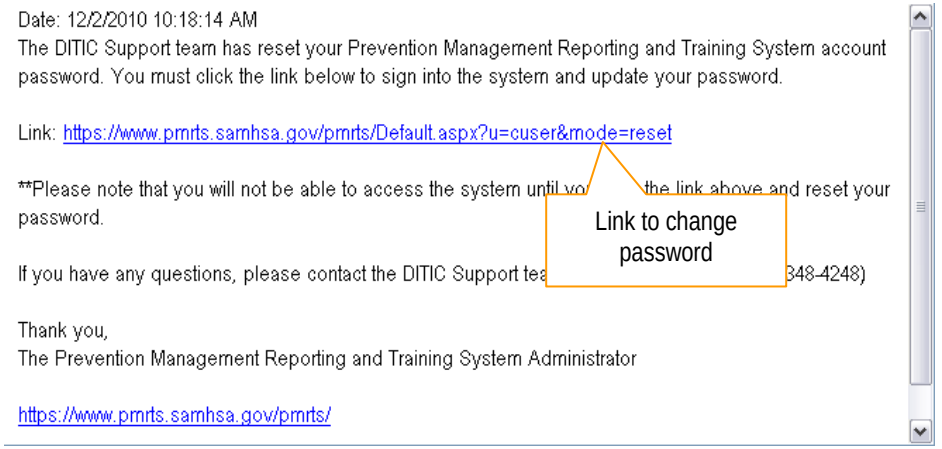

Login
You must login to access secure content
Username:
Password:
Your account has been locked! For security purposes your account has been locked out after three consecutive failed login attempts.. Please contact DITIC support at: 1-888-DITIC-4-U (1-888-348-4248) in order to have your account unlocked.
Contact Support information
* You must accept the terms and conditions in order to login and a secure content.
All users of the Prevention Management Reporting and Training System Web site are expected to adhere to the security standards of the Prevention Management Reporting and Training System to the fullest, in respect to their interaction with other users and in handling substance abuse prevention information that Prevention Management Reporting and Training System provides. The Prevention Management Reporting and Training System issues each user a unique user ID and a system-generated password. As a user, you are required to change the system-
I agree to these Terms and Conditions
Login
Cancel
Forgot your Password?

(This is a screenshot displaying the Login Page when the account has been locked.)

When your account is unlocked you can request Support to reset your password if you do not remember your current password.

Once your password has been reset you will receive an email:

- The email provides you a link to reset your password. Subject line will read: **Password Has Been Reset**


Date: 12/2/2010 10:18:14 AM
The DITIC Support team has reset your Prevention Management Reporting and Training System account password. You must click the link below to sign into the system and update your password.
Link: https://www.pmrts.samhsa.gov/pmrts/Default.aspx?u=cuser&mode=reset
Link to change password
**Please note that you will not be able to access the system until you
the link above and reset your password.
If you have any questions, please contact the DITIC Support tea
348-4248)
Thank you,
The Prevention Management Reporting and Training System Administrator
https://www.pmrts.samhsa.gov/pmrts/

(This is a sample screenshot of a Password Reset email.)

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DATA SUBMISSIONS

The Data Submissions module provides grantees the ability to enter and submit their data online and for Project Officers to review the data and reports in real time.

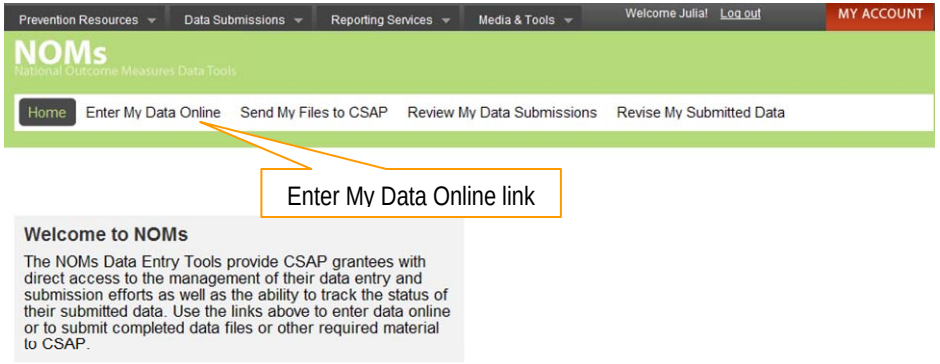
Enter My Data Online

This link is designed to allow you to enter, edit and save data specific to NOMS REPORTING through various forms.

Add an Entry

Adding an entry consists of entering and saving data on a selected form from the Data Entry screen.

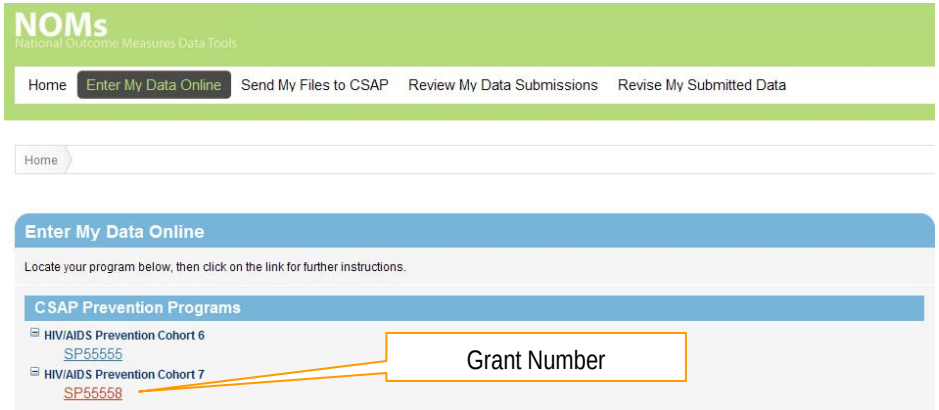
1. Click the **Enter My Data Online** link from the NOMs menu.


Prevention Resources
Data Submissions
Reporting Services
Media & Tools
Welcome Julia! Log out
MY ACCOUNT
NOMs
National Outcome Measures Data Tools
Home
Enter My Data Online
Send My Files to CSAP
Review My Data Submissions
Revise My Submitted Data
Enter My Data Online link
Welcome to NOMs
The NOMs Data Entry Tools provide CSAP grantees with direct access to the management of their data entry and submission efforts as well as the ability to track the status of their submitted data. Use the links above to enter data online or to submit completed data files or other required material to CSAP.

(This is a screenshot displaying the Data Entry Landing Page.)

2. Click the **Grant Number** that you are entering data for.

*Note: Only the Cohort(s) you work with will be displayed.



(This is a sample screenshot displaying the Data Entry Landing Page.)

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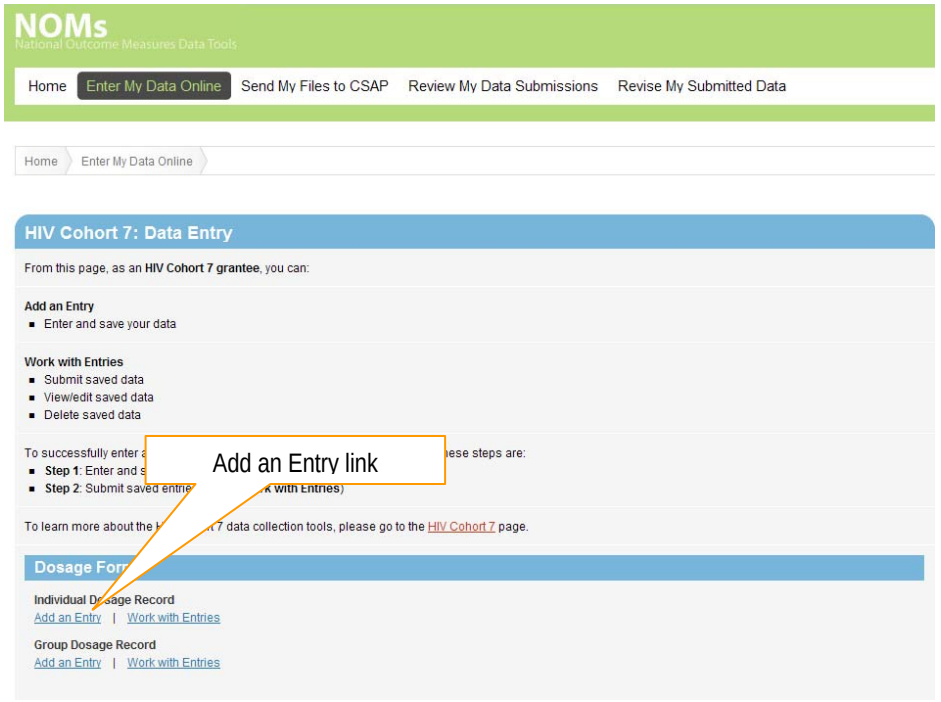
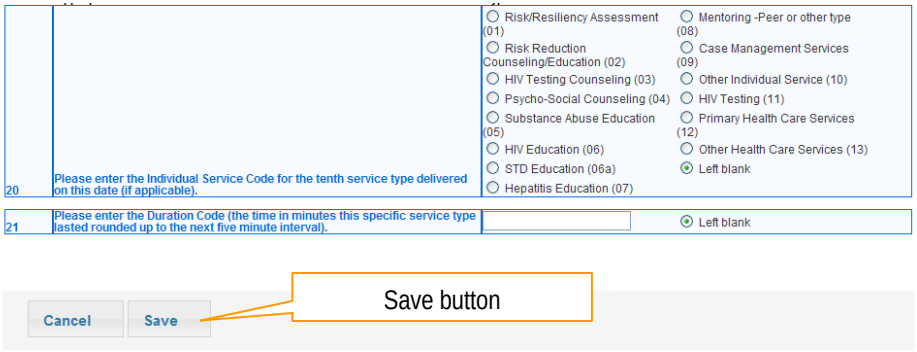
3. Click on the Add an Entry (Add an Entry) link under the form that you need to input data.


NOMs
National Outcome Measures Data Tools
Home
Enter My Data Online
Send My Files to CSAP
Review My Data Submissions
Revise My Submitted Data
Home
Enter My Data Online
HIV Cohort 7: Data Entry
From this page, as an HIV Cohort 7 grantee, you can:
Add an Entry
Enter and save your data
Work with Entries
Submit saved data
View/edit saved data
Delete saved data
Add an Entry link
Individual Dosage Record
Add an Entry | Work with Entries
Group Dosage Record
Add an Entry | Work with Entries

(This is a partial screenshot displaying the HIV cohort 7 Data Entry Listing Page.)

4. Enter the data by filling in the radio buttons or text fields for each question.
   *Note: Each question must have an answer in order to save the form.
5. Click Save (Save) button.
   *Note: To exit the screen without saving the data, click the Cancel (Cancel) button.
   a. You will receive a message that your entry has been successfully saved. Click the OK (OK) button to continue.


Risk/Resiliency Assessment (01)
Mentoring -Peer or other type (08)
Risk Reduction Counseling/Education (02)
Case Management Services (09)
HIV Testing Counseling (03)
Other Individual Service (10)
Psycho-Social Counseling (04)
HIV Testing (11)
Substance Abuse Education (05)
Primary Health Care Services (12)
HIV Education (06)
Other Health Care Services (13)
STD Education (06a)
Left blank
Hepatitis Education (07)
20
Please enter the Individual Service Code for the tenth service type delivered on this date (if applicable).
21
Please enter the Duration Code (the time in minutes this specific service type lasted rounded up to the next five minute interval).
Left blank
Cancel
Save
Save button

(This is a partial screenshot displaying an Entry Form.)

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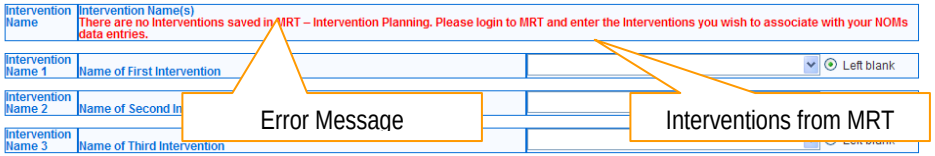
*Note: For some cohorts, the questionnaires will include Intervention drop down menus that are pre-filled with active Interventions previously saved by the grantee in the MRT > Implemented Interventions module. If the grantee doesn't have any interventions previously saved, no values will be available to select and an error message will be display.


Intervention Name
Intervention Name(s)
There are no Interventions saved in MRT – Intervention Planning. Please login to MRT and enter the Interventions you wish to associate with your NOMs data entries.
Intervention Name 1
Name of First Intervention
Left blank
Intervention Name 2
Intervention Name 3
Name of Third Intervention
Error Message
Interventions from MRT

(This is a partial screenshot displaying an Entry Form.)

Tips

- You will receive a message if you left any question unanswered. The message will include the number(s) of the unanswered question(s).
- If a participant left a question blank on the paper version, select the radio button entitled ***Left Blank***. Left blank

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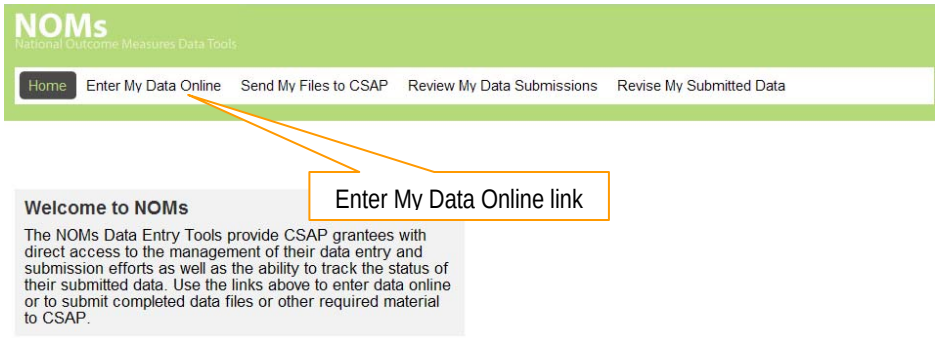
Work With Entries

The Work with Entries section allows you to view or modify saved data, delete saved date, or submit data to CSAP.

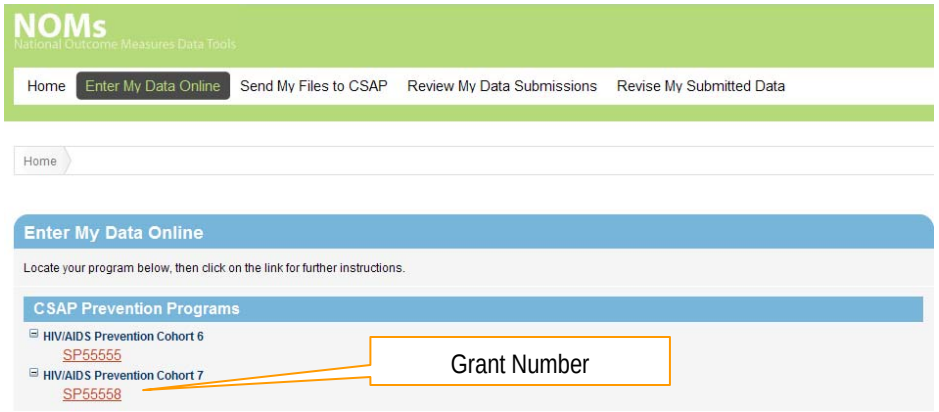
1. Click the **Enter My Data Online** link from the NOMs Data Entry Tools Landing Page.


NOMs
National Outcome Measures Data Tools
Home
Enter My Data Online
Send My Files to CSAP
Review My Data Submissions
Revise My Submitted Data
Enter My Data Online link
Welcome to NOMs
The NOMs Data Entry Tools provide CSAP grantees with direct access to the management of their data entry and submission efforts as well as the ability to track the status of their submitted data. Use the links above to enter data online or to submit completed data files or other required material to CSAP.

(This is a screenshot displaying the Data Entry Landing Page.)

2. Click the **Grant Number** that you are entering data for.

Note: Only the Cohort(s) you work with is displayed.



(This is a sample screenshot displaying the Data Entry Landing Page.)

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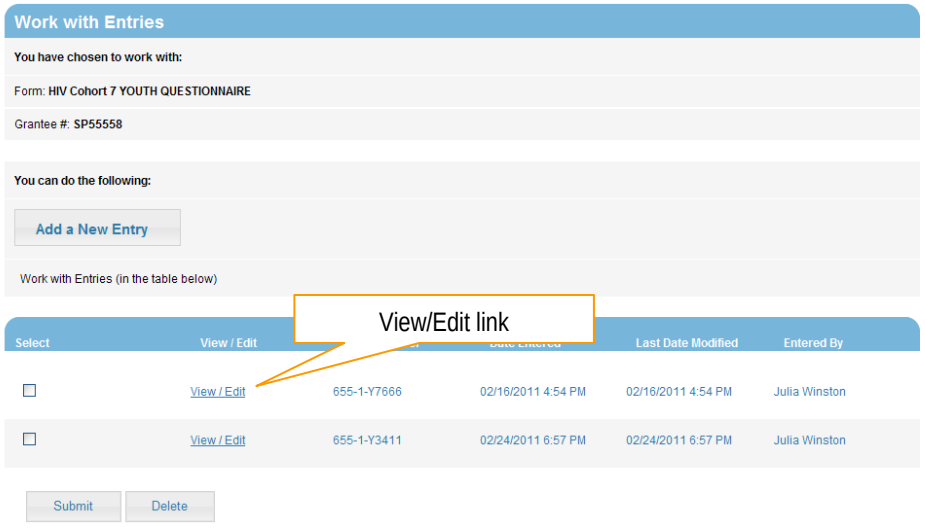
3. Click on the Work with Entries (Work with Entries) link under the form that you need to input data.

Dosage Forms
Individual Dosage Record
Add an Entry | Work with Entries
Group Dosage Record
Add an Entry | Work with Entries
Adult Questionnaire Forms
Baseline Record
Add an Entry | Work with Entries
Exit Record
Add an Entry | Work with Entries
6-Months Follow-up Record
Add an Entry | Work with Entries
Youth Questionnaire Forms
Work with Entries link
Baseline Record
Add an Entry | Work with Entries
Exit Record
Add an Entry | Work with Entries
6-Months Follow-up Record
Add an Entry | Work with Entries

(This is a partial screenshot displaying the HIV cohort 7 Data Entry Listing Page.)

4. To modify or view an existing form, click the View/Edit link.
   a. Make any changes needed to the details.
   b. Click the Save (Save) button to save the changes.
      *Note: To exit the screen without saving the data, click the Cancel (Cancel) button.
      i. You will receive a message that your entry has been successfully saved. Click the OK (OK) button to continue.


Work with Entries
You have chosen to work with:
Form: HIV Cohort 7 YOUTH QUESTIONNAIRE
Grantee #: SP55558
You can do the following:
Add a New Entry
Work with Entries (in the table below)
View/Edit link
Select
View / Edit
Last Date Modified
Entered By
View / Edit 655-1-Y7666 02/16/2011 4:54 PM 02/16/2011 4:54 PM Julia Winston
View / Edit 655-1-Y3411 02/24/2011 6:57 PM 02/24/2011 6:57 PM Julia Winston
Submit
Delete

(This is a sample screenshot of the Work with Entries Listing Page.)

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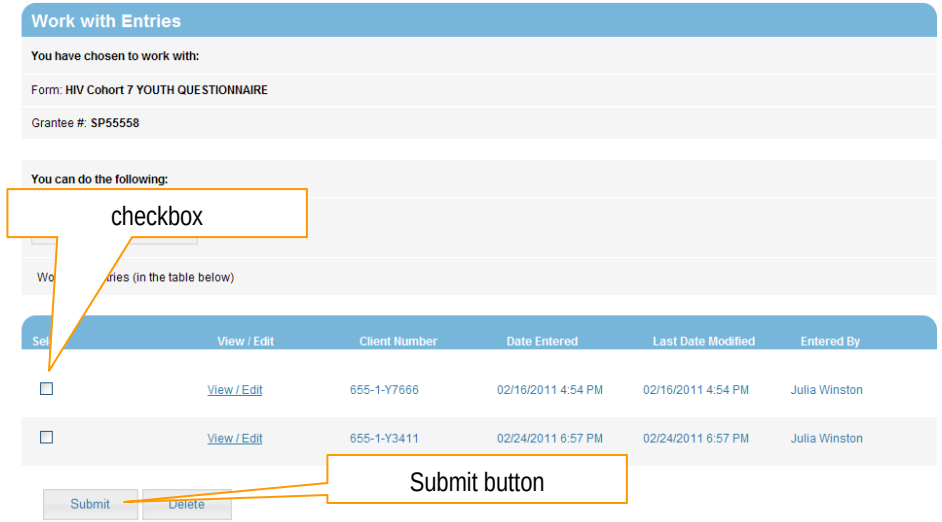
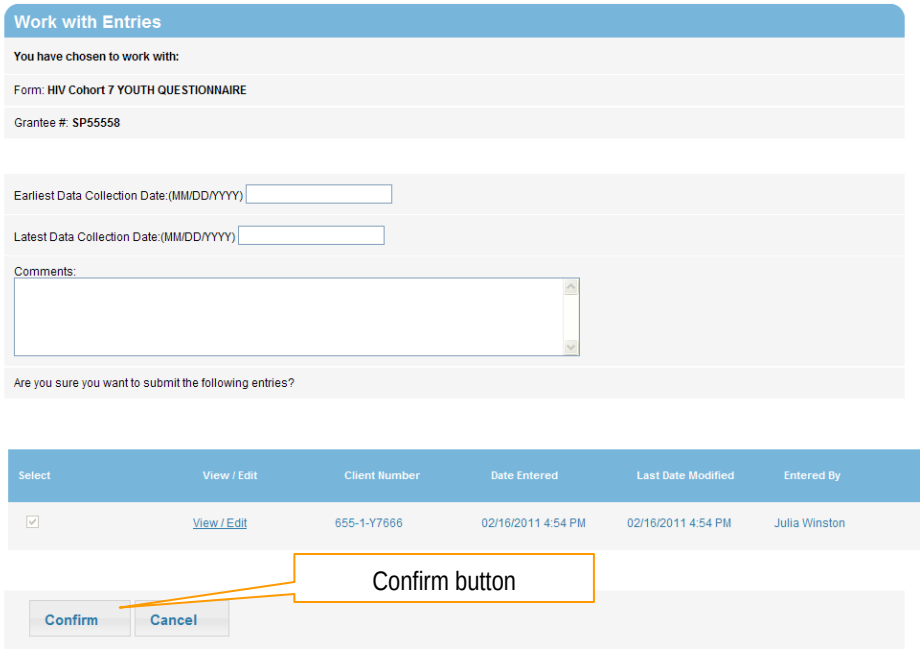
5. To submit an existing form to CSAP, click the check box next to the entries that you which to submit from the **Select** column.
6. Click the Submit (**Submit**) button to submit the selected forms.



(This is a sample screenshot of the Work with Entries Listing Page.)

a. Enter the date of the first day the data collection began in the **Earliest Data Collection Data** field as mm/dd/yyyy.
   *Note: The date should only apply to the data you are submitting.
b. Enter the date of the most recent day the data was collected in the **Latest Data Collection Date** field as mm/dd/yyyy.
c. If desired, enter any comments regarding the submissions in the **Comments** field.
d. Click the Confirm (**Confirm**) button.
   *Note: To cancel the submission, click the Cancel (Cancel) button.
   i. You will receive a message that your entries have been successfully submitted. Click the OK (OK) button to continue.



(This is a sample screenshot of the Work with Entries Listing Submission Page.)

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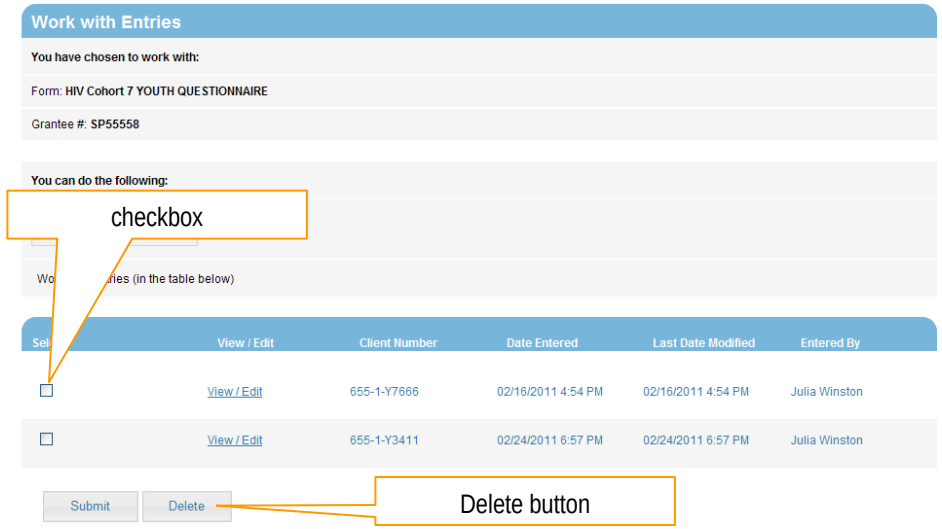
Tips

- The mm/dd/yyyy format indicates that you must enter the date (e.g. 03/15/2009) in the correct format. If you enter the date any other way the data will not save.
- Once a form is submitted it is no longer available on the Work with Entries page.

7. To delete an existing form, click the check box next to the entries that you which to submit from the **Select** column.
8. Click the Delete (**Delete**) button to remove the form.
   *Note: If deleted, the form will no longer be available.
   a. A confirmation message appears asking if you are sure you want to delete the entry. Click the Confirm (**Confirm**) button to confirm the deletion.
      *Note: click the Cancel (Cancel) button to cancel the deletion.
      i. You will receive a message that your entries have been successfully deleted. Click the OK (**OK**) button to continue.


Work with Entries
You have chosen to work with:
Form: HIV Cohort 7 YOUTH QUESTIONNAIRE
Grantee #: SP55558
You can do the following:
checkbox
View / Edit
Client Number
Date Entered
Last Date Modified
Entered By
View / Edit 655-1-Y7666 02/16/2011 4:54 PM 02/16/2011 4:54 PM Julia Winston
View / Edit 655-1-Y3411 02/24/2011 6:57 PM 02/24/2011 6:57 PM Julia Winston
Submit
Delete
Delete button

(This is a sample screenshot of the Work with Entries Listing Page.)

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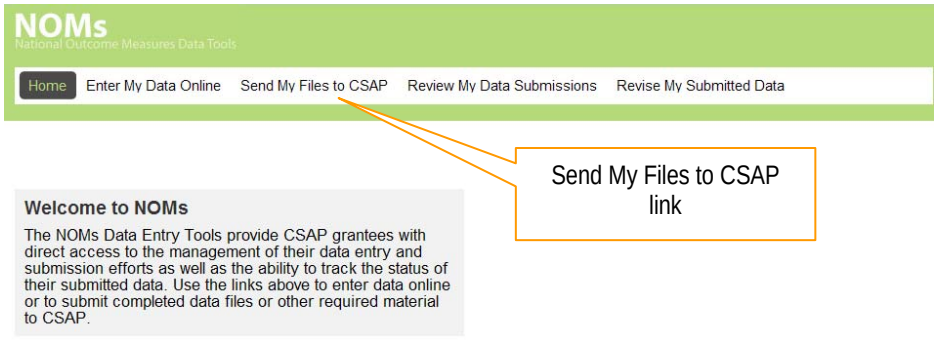
Send My Files to CSAP

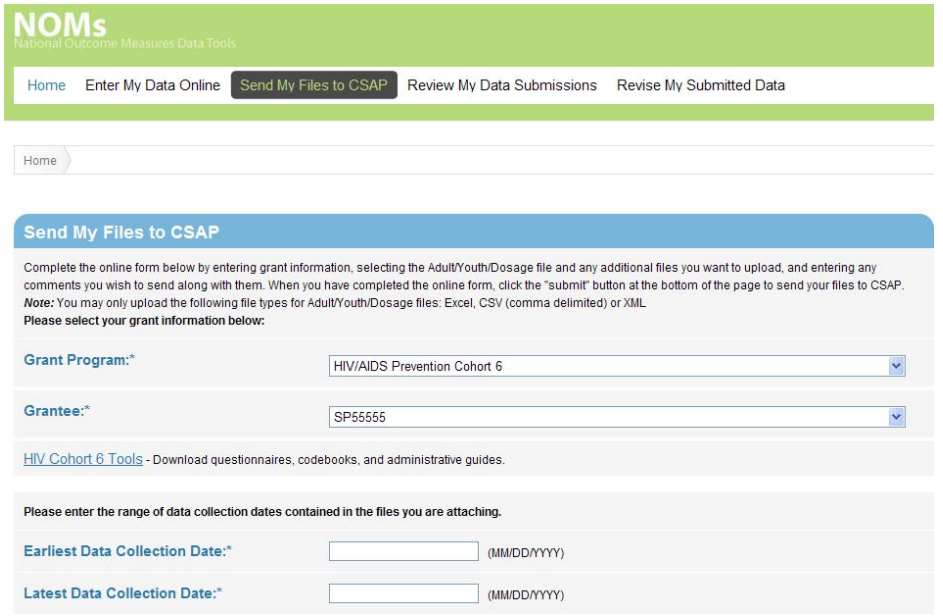
This module allows you to upload your data files.

1. Click the **Send My Files to CSAP** link from the NOMs Data Entry Tools Landing Page.


NOMs
National Outcome Measures Data Tools
Home
Enter My Data Online
Send My Files to CSAP
Review My Data Submissions
Revise My Submitted Data
Send My Files to CSAP link
Welcome to NOMs
The NOMs Data Entry Tools provide CSAP grantees with direct access to the management of their data entry and submission efforts as well as the ability to track the status of their submitted data. Use the links above to enter data online or to submit completed data files or other required material to CSAP.

(This is a screenshot displaying the Data Entry Landing Page.)

2. Select the appropriate Cohort from the **Grant Program** dropdown list.
3. Select the Grant/Contract ID from the **Grantee** dropdown list.
4. Enter the date the first day of the data collection began in the **Earliest Data Collection Date** field as mm/dd/yyyy.
   *Note: The data should apply only to the data you are submitting.
5. Enter the date of the most recent day the data was collected in the **Latest Data Collection Date** field as mm/dd/yyyy.


NOMs
National Outcome Measures Data Tools
Home
Enter My Data Online
Send My Files to CSAP
Review My Data Submissions
Revise My Submitted Data
Home
Send My Files to CSAP
Complete the online form below by entering grant information, selecting the Adult/Youth/Dosage file and any additional files you want to upload, and entering any comments you wish to send along with them. When you have completed the online form, click the "submit" button at the bottom of the page to send your files to CSAP.
Note: You may only upload the following file types for Adult/Youth/Dosage files: Excel, CSV (comma delimited) or XML
Please select your grant information below:
Grant Program:*
HIV/AIDS Prevention Cohort 6
Grantee:*
SP55555
HIV Cohort 6 Tools - Download questionnaires, codebooks, and administrative guides.
Please enter the range of data collection dates contained in the files you are attaching.
Earliest Data Collection Date:*
(MM/DD/YYYY)
Latest Data Collection Date:*
(MM/DD/YYYY)

(This is a partial screenshot displaying the Send My Files to CSAP Edit Form.)

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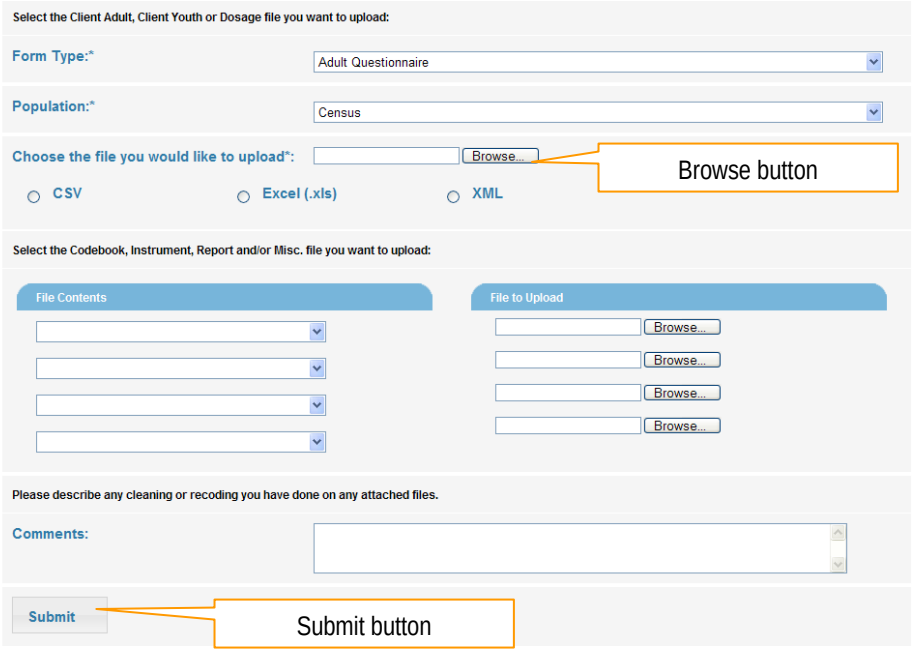
6. Select the type of survey you will be uploading from the **Form Type** dropdown list.
7. If you selected to upload a Questionnaire (Adult or Youth), the **Population** dropdown list will be available. Select the type of population from the **Population** dropdown list.
8. Using the radio buttons, select the file format you will be uploading (*CSV*, *Excel*, or *XML*.) from the **Choose the file you would like to upload** section.
9. To upload a file that has been saved to your computer, click the Browse... (**Browse**) button.
    a. The **Choose File** window will appear allowing you to browse your computer to locate the file you wish to upload.
    b. Once you have selected the file, click the Open (**Open**) button.
    c. The desired file's location will appear in the text field.
10. If the *Excel (.xls)* radio button was selected as the file format, a new field will appear: **Please enter the name of the excel sheet that contains the resources**. Enter the sheet name in the text box.
    *Note: The excel sheet refers to the tabs located at the bottom of an excel spreadsheet. This field is defaulted to say *Sheet1*.
11. If you wish to upload a document other than questionnaire/form files, select the file type you wish to upload from the **File Contents** dropdown list.
12. To upload a file that has been saved to your computer, click the Browse... (**Browse**) button.
    a. The **Choose File** window will appear allowing you to browse your computer to locate the file you wish to upload.
    b. Once you have selected the file, click the Open (**Open**) button.
13. If desired, enter any comments regarding the submissions in the **Comments** field.
14. Click the Submit (**Submit**) button.
15. You will receive a message that your submission has been processed.



(This is a partial screenshot displaying the Send My Files to CSAP Edit Form.)

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Tips

- You will receive a message at the top of the screen whether the document was uploaded successfully or not.
- The mm/dd/yyyy format indicates that you must enter you date (e.g. 03/15/2009) in the correct format, if you enter the date any other way the data will not save.
- To access a list of questionnaires, codebooks and administrative guides for the surveys, select the Tools link. (This link will display the grant/cohort type. For example, if you are an HIV cohort 7 grantee, the link will display as HIV Cohort 7 Tools.)
- For some cohorts, an Intervention ID List link will be displayed, allowing users to view a report of Interventions added in MRT for determining available IDs to use in the questionnaires.
- You will only be able to upload one (1) Data Submission at a time and up to four (4) additional files.
- If the wrong Form Type is selected or any of your variables do match the Codebook, you will receive an Error Report. Select the correct Form Type or make the necessary corrections to your file and re-upload the document until you receive the *Success* message.
- For additional instructions on the Error Report, the Error Report section for help.

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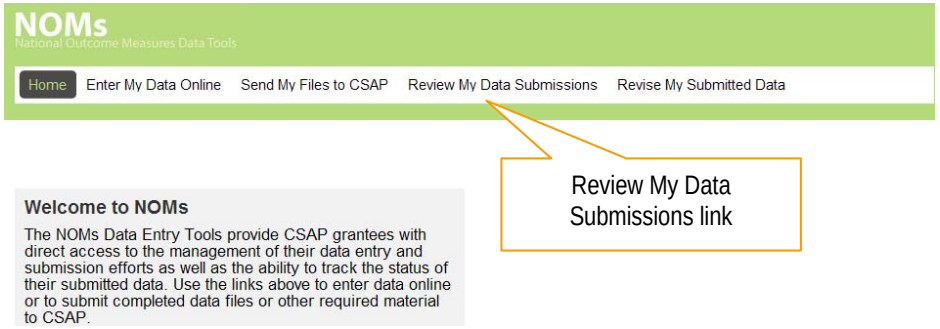
Review My Data Submissions

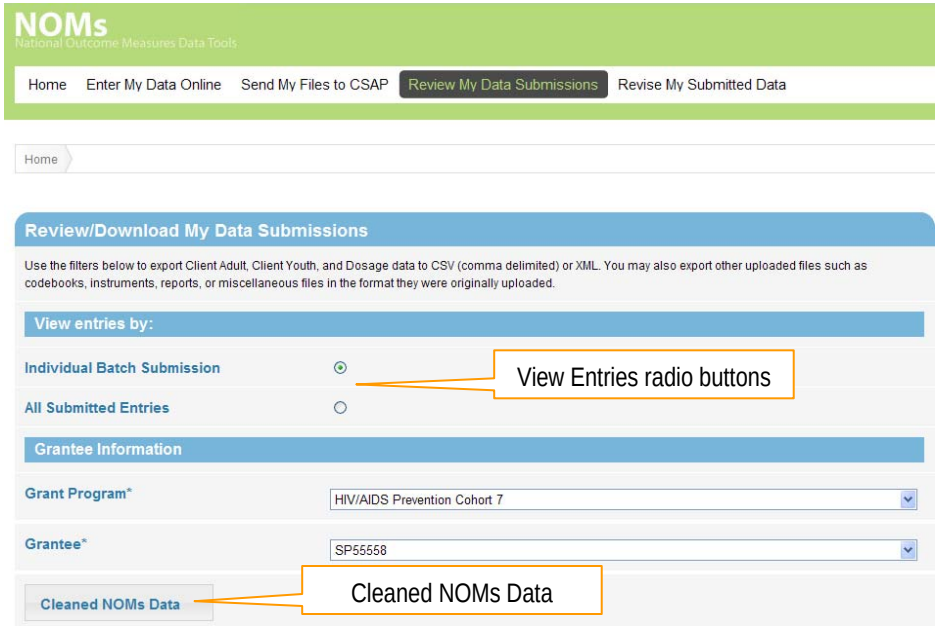
This module includes all submissions (data entry and uploaded) to be viewed and exported.

1. Click the **Review My Data Submissions** link from the NOMs Data Entry Tools Landing Page.


NOMs
National Outcome Measures Data Tools
Home
Enter My Data Online
Send My Files to CSAP
Review My Data Submissions
Revise My Submitted Data
Review My Data Submissions link
Welcome to NOMs
The NOMs Data Entry Tools provide CSAP grantees with direct access to the management of their data entry and submission efforts as well as the ability to track the status of their submitted data. Use the links above to enter data online or to submit completed data files or other required material to CSAP.

(This is a screenshot displaying the Data Entry Landing Page.)

2. Select the type of entries you would like to view from the View Entries by radio buttons.
    a. *Individual Batch Submission*: lists each individual batch submission submitted using the Enter My Data Online form or Send My Files to CSAP
    b. *All Submitted Entries*: provides all data submitted using the Enter My Data Online form or Send My Files to CSAP, regardless of the batch it was submitted with


NOMs
National Outcome Measures Data Tools
Home
Enter My Data Online
Send My Files to CSAP
Review My Data Submissions
Revise My Submitted Data
Home
Review/Download My Data Submissions
Use the filters below to export Client Adult, Client Youth, and Dosage data to CSV (comma delimited) or XML. You may also export other uploaded files such as codebooks, instruments, reports, or miscellaneous files in the format they were originally uploaded.
View entries by:
Individual Batch Submission
All Submitted Entries
View Entries radio buttons
Grantee Information
Grant Program*
HIV/AIDS Prevention Cohort 7
Grantee*
SP55558
Cleaned NOMs Data
Cleaned NOMs Data

(This is a partial screenshot displaying the Review/Download My Data Submissions Edit Form.)

Tips

- Click the Cleaned NOMs Data (**Cleaned NOMs Data**) button to view or download the cleaned NOMs data file for the Grant Program and Grantee selected. Cleaned data files will be made available to download twice a year, for the first and then second half of the previous fiscal year. If your grant didn't submit data during this period, there will be no cleaned data available. **Note**: Some data sets exceed the number of columns allowed in Excel 2003 and earlier versions. If Excel 2007 is not available, you will need to save the file and open/import it in another program.

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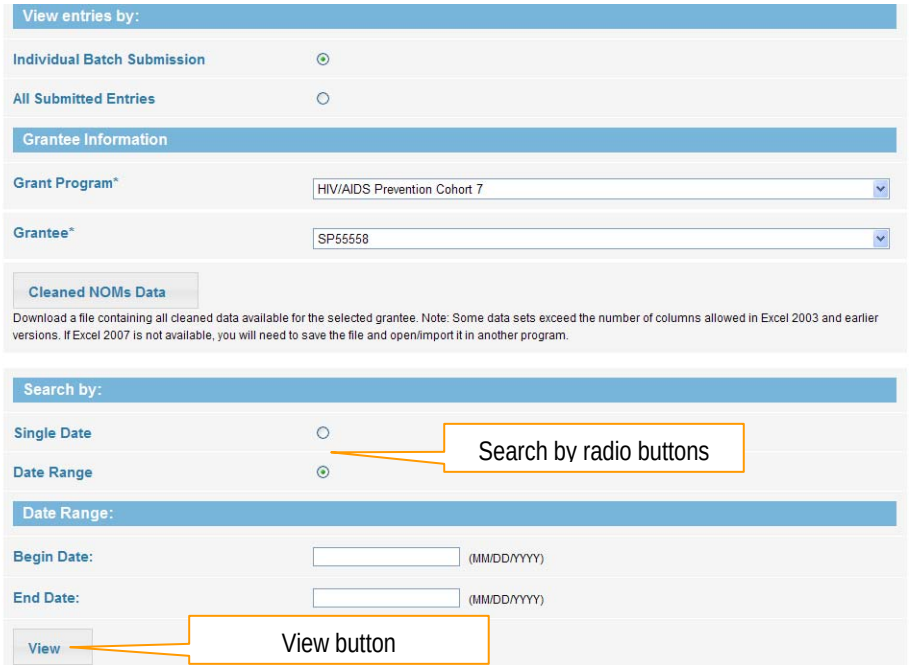
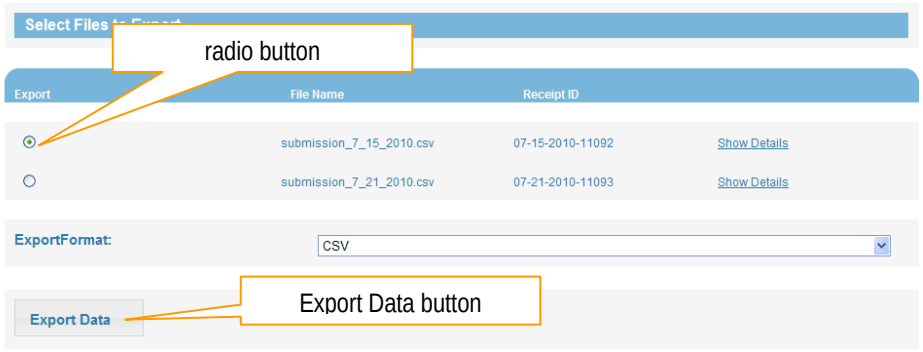
3. If *Individual Batch Submission* is selected:
    a. Select the appropriate Cohort from the **Grant Program** dropdown list.
    b. Select the Grant/Contract ID from the **Grantee** dropdown list.
    c. You may view a single submission record or view a list of submission records by using the **Search by** radio buttons.
    d. *Single Date*: Select a single submission record from the **Date Submitted (Receipt ID)** dropdown list.
    e. *Date Range*: Enter a date range in the **Begin Date** and **End Date** fields as mm/dd/yyyy.
    f. Click the View (**View**) button.


View entries by:
Individual Batch Submission
All Submitted Entries
Grantee Information
Grant Program*
HIV/AIDS Prevention Cohort 7
Grantee*
SP55558
Cleaned NOMs Data
Download a file containing all cleaned data available for the selected grantee. Note: Some data sets exceed the number of columns allowed in Excel 2003 and earlier versions. If Excel 2007 is not available, you will need to save the file and open/import it in another program.
Search by:
Single Date
Date Range
Search by radio buttons
Date Range:
Begin Date:
(MM/DD/YYYY)
End Date:
(MM/DD/YYYY)
View
View button

(This is a partial screenshot displaying the Review/Download My Data Submissions Edit Form.)

    g. To view a submission, click the radio button next to the submission that you which to view from the **Export** column.
    *Note: You will only be able to export one (1) submission record at a time.
    h. Select the format you would like to export the submission to (*CSV* or *XML*) from the **Export Format:** dropdown list.
    i. Click the Export Data (**Export Data**) button.



(This is a partial screenshot displaying the Review/Download My Data Submissions Edit Form.)

Tips

- Exporting by *Individual Batch Submission* will only find files submitted post 12/5/2008. If you need to correct surveys prior to 12/5/2008, use the *All Submitted Entries* option.

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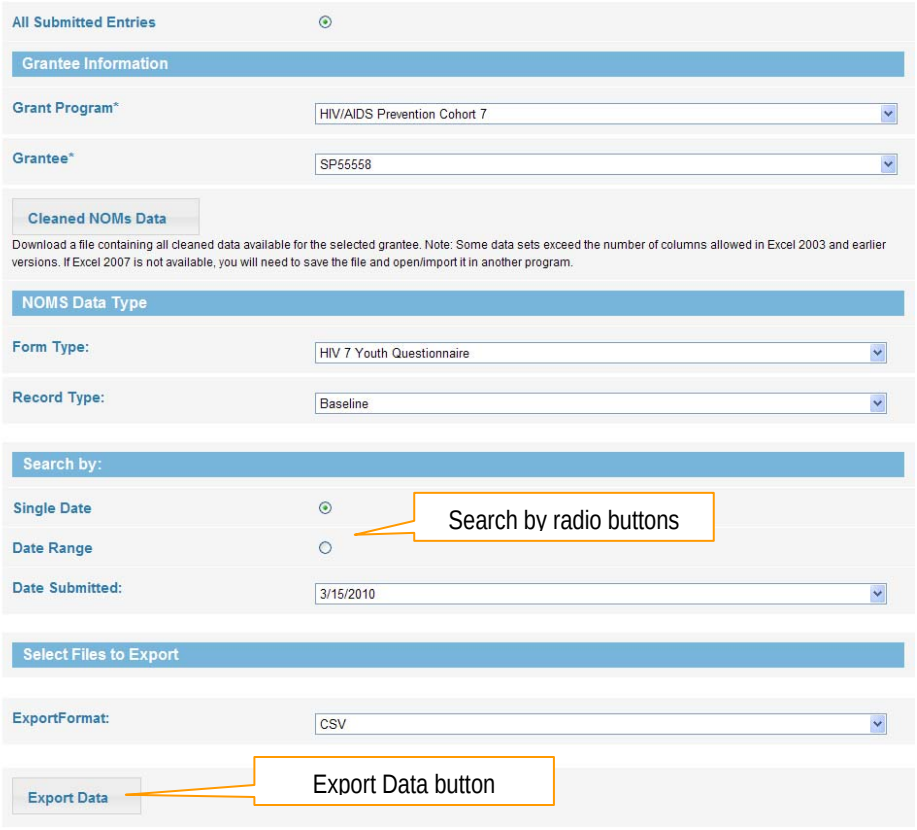
4. If *All Submitted Entries* is selected:
    a. Select the appropriate Cohort from the **Grant Program** dropdown list.
    b. Select the Grant/Contract ID from the **Grantee** dropdown list.
    c. Select the type of survey you would like to view from the **Form Type** dropdown list.
    d. Select the type of record you would like to view from the **Record Type** dropdown list.
    e. You may view a submission date or view a list of submission dates by using the **Search by** radio buttons.
        i. *Single Date*: Select a submission date from the **Date Submitted (Receipt ID)** dropdown list.
        ii. *Date Range*: Enter a date range in the **Begin Date** and **End Date** fields as mm/dd/yyyy.
    f. Click the Export Data (**Export Data**) button.


All Submitted Entries
Grantee Information
Grant Program*
HIV/AIDS Prevention Cohort 7
Grantee*
SP55558
Cleaned NOMs Data
Download a file containing all cleaned data available for the selected grantee. Note: Some data sets exceed the number of columns allowed in Excel 2003 and earlier versions. If Excel 2007 is not available, you will need to save the file and open/import it in another program.
NOMS Data Type
Form Type:
HIV 7 Youth Questionnaire
Record Type:
Baseline
Search by:
Single Date
Date Range
Search by radio buttons
Date Submitted:
3/15/2010
Select Files to Export
ExportFormat:
CSV
Export Data
Export Data button

(This is a partial screenshot displaying the Review/Download My Data Submissions Edit Form.)

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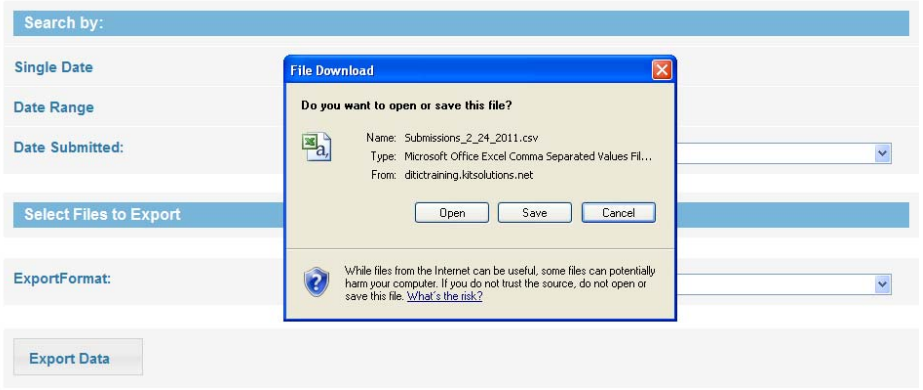
5. A message will display asking if you would like **Open** or **Save** the document.
    a. Click **Open** to open the document immediately.
    b. Click **Save** to save the document to your computer.
6. To close the document, click the (X) in the upper right corner.


Search by:
Single Date
Date Range
Date Submitted:
Select Files to Export
ExportFormat:
Export Data
File Download
Do you want to open or save this file?
Name: Submissions_2_24_2011.csv
Type: Microsoft Office Excel Comma Separated Values Fil...
From: ditictraining.kitsolutions.net
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

(This is a partial screenshot displaying the Review/Download My Data Submissions Edit Form.)

Tips

- To show additional details about the file, click the Show Details (**Show Details**) link to the right of the file Receipt ID. The details will show up as a new form. Click the Ok (**OK**) button to close the new form.
- If you are having difficulty opening a document it may be due to a pop-up blocker. Try holding the control (Ctrl) key down on your keyboard while simultaneously clicking the submission link.
- You will not be able to export any data that was previously uploaded through Send My Files to CSAP.
- When making your corrections to the exported document, DO NOT correct or remove the AnswerSet_ID column.

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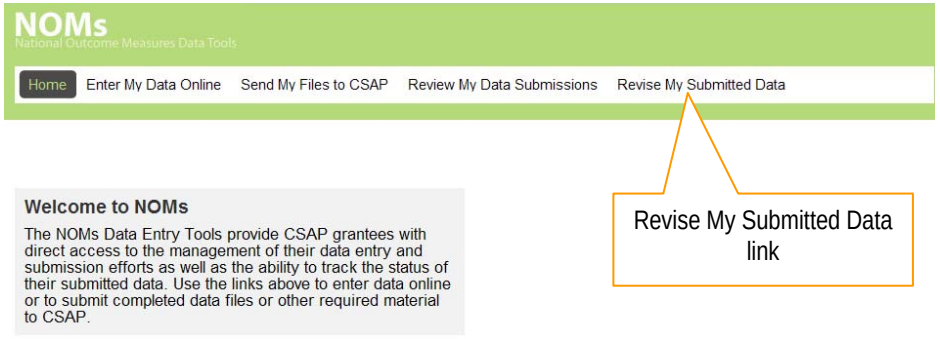
Revise My Submitted Data

This module will allow you to re-upload your submissions with corrections requested on your cleaning sheets. The Revise My Submitted Data link will only be available two (2) times per year for a limited time when the cleaning sheets are distributed.

1. Click the **Revise My Submitted Data** link from the NOMs Data Entry Tools Landing Page.


NOMs
National Outcome Measures Data Tools
Home
Enter My Data Online
Send My Files to CSAP
Review My Data Submissions
Revise My Submitted Data
Welcome to NOMs
The NOMs Data Entry Tools provide CSAP grantees with direct access to the management of their data entry and submission efforts as well as the ability to track the status of their submitted data. Use the links above to enter data online or to submit completed data files or other required material to CSAP.
Revise My Submitted Data link

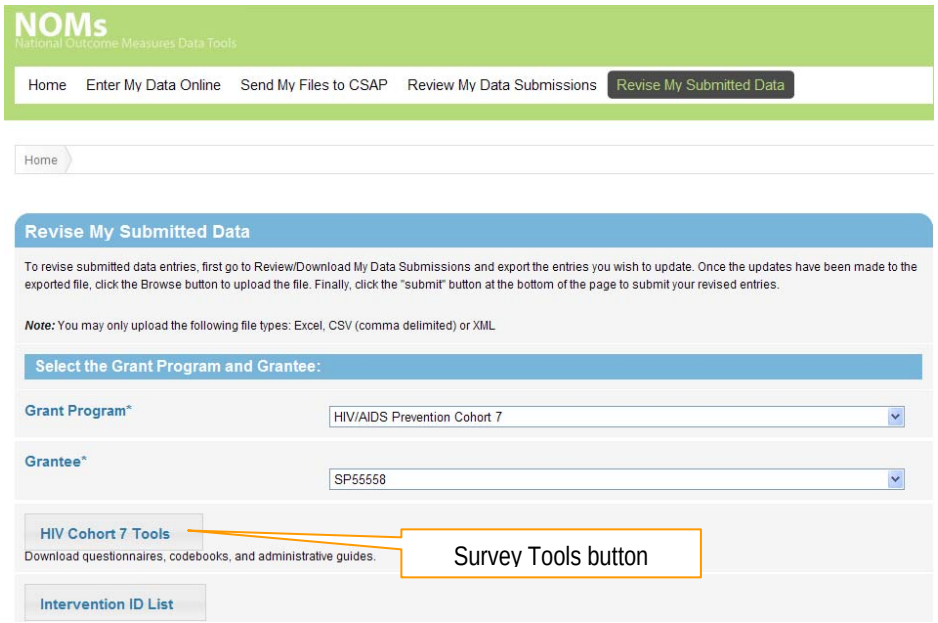
(This is a screenshot displaying the Data Entry Landing Page.)

*Please note: You will have to export your submissions using the Review My Submissions page first. (For additional details, see the Review My Data Submissions section.)

Tips

- If the Revise My Submitted Data link is not displayed on the NOMs Data Entry Tools Landing Page you will not be able to upload any corrections made to your submissions. This link is only available two (2) times per year.

2. Select the appropriate Cohort from the **Grant Program** dropdown list.
3. Select the Grant/Contract ID from the **Grantee** dropdown list.


NOMs
National Outcome Measures Data Tools
Home
Enter My Data Online
Send My Files to CSAP
Review My Data Submissions
Revise My Submitted Data
Home
Revise My Submitted Data
To revise submitted data entries, first go to Review/Download My Data Submissions and export the entries you wish to update. Once the updates have been made to the exported file, click the Browse button to upload the file. Finally, click the "submit" button at the bottom of the page to submit your revised entries.
Note: You may only upload the following file types: Excel, CSV (comma delimited) or XML
Select the Grant Program and Grantee:
Grant Program*
HIV/AIDS Prevention Cohort 7
Grantee*
SP55558
HIV Cohort 7 Tools
Download questionnaires, codebooks, and administrative guides.
Survey Tools button
Intervention ID List

(This is a partial screenshot displaying the Revise My Submitted Data Edit Form.)

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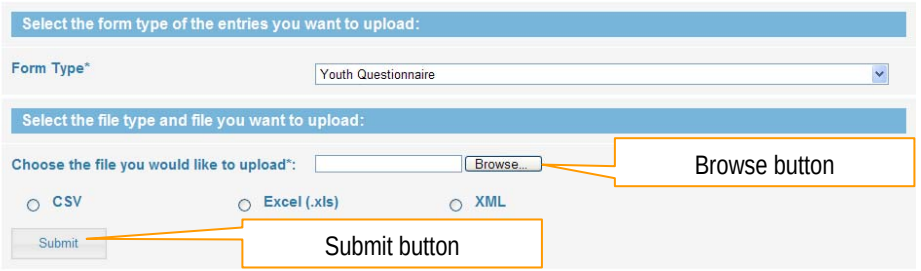
Tips

- To access a list of questionnaires for the surveys, select the **Tools** link. (This link will display the grant/cohort type. For example, if you are an HIV cohort 7 grantee, the link will display as **HIV Cohort 7 Tools**.)

4. Select the type of survey you would like to view from the **Form Type** dropdown list.
5. Using the radio buttons, select the file format you will be uploading (*CSV*, *Excel*, or *XML*.) from the **Choose the file you would like to upload** section.
6. To upload a file that has been saved to your computer, click the Browse... (**Browse**) button.
    a. The **Choose File** window will appear allowing you to browse your computer to locate the file you wish to upload.
    b. Once you have selected the file, click the Open (**Open**) button.
    c. The desired file's location will appear in the text box.
7. If the *Excel (.xls)* radio button was selected as the file format, a new field will appear: **Please enter the name of the excel sheet that contains the resources**. Enter the sheet name in the text box.
*Note: The excel sheet refers to the tabs located at the bottom of an excel spreadsheet. This field is defaulted to say *Sheet1*.



(This is a partial screenshot displaying the Revise My Submitted Data Edit Form.)

Tips

- You will receive a message at the top of the screen whether the document was uploaded successfully or not.
- If the wrong Form Type is selected or any of your variables do match the Codebook, you will receive an Error Report. Select the correct Form Type or make the necessary corrections to your file and re-upload the document until you receive the *Success* message.
- For additional instructions on the Error Report, the Error Report section for help.

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REPORTING SERVICES

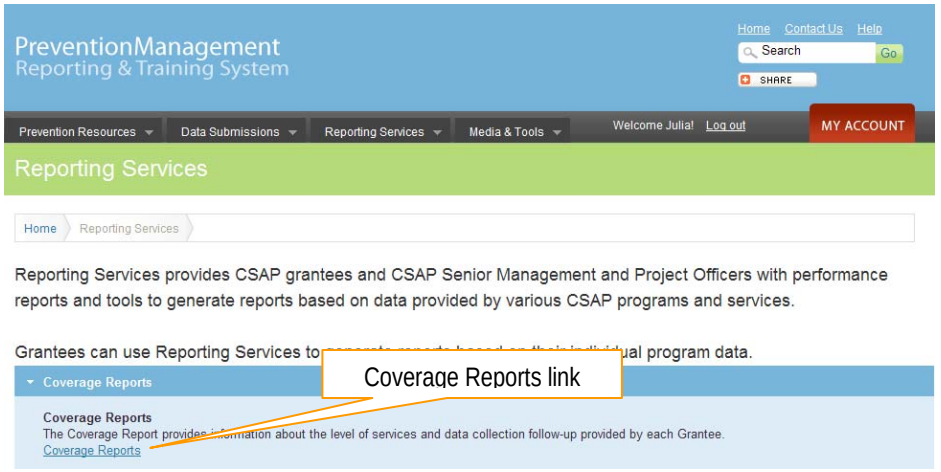
The Reporting Services module provides both Grantees and CSAPS Staff with tools to help them review, download and analyze data.

Coverage Report

The Coverage Report provides information about the level of services and data collection follow-up provided by each Grantee. The report provides a target for the number of individuals each Grantee expects to serve over a given time period and then provides data on the actual number of individuals served at certain time periods.

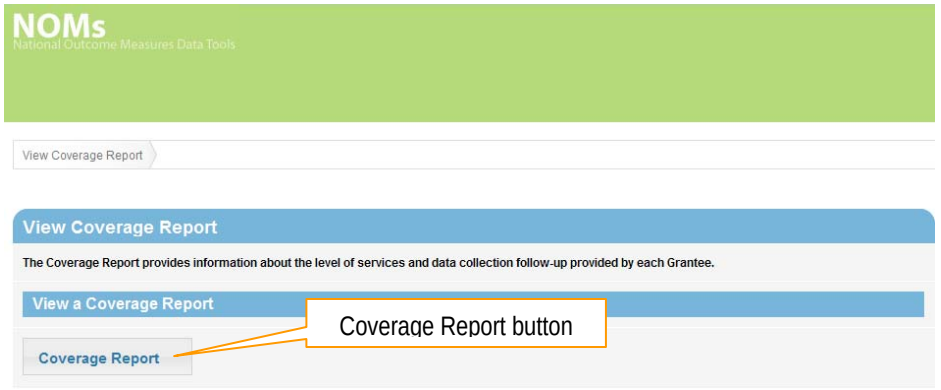
*Note: Only data that was submitted under Enter My Data Online or Submit My Files to CSAP will appear on the Coverage Report.

1. Click **Reporting Services** from the Prevention Management menu.



(This is a screenshot displaying the Reporting Services Landing Page.)

2. Click the Coverage Report (**Coverage Report**) button.


NOMs
National Outcome Measures Data Tools
View Coverage Report
View Coverage Report
The Coverage Report provides information about the level of services and data collection follow-up provided by each Grantee.
View a Coverage Report
Coverage Report
Coverage Report button

(This is a screenshot displaying the View Coverage Report Listing Page.)

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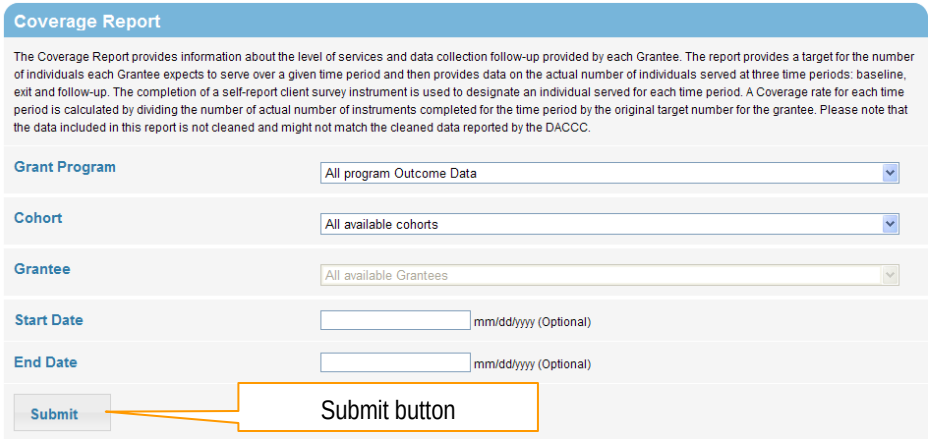
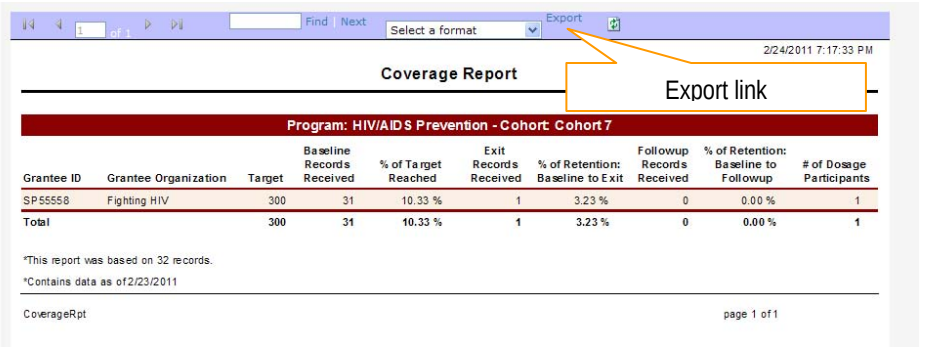
3. Select the **Grant Program** from the dropdown list.
4. Select the **Cohort** from the dropdown list.
5. If you specified a specific cohort, select the **Grantee** from the dropdown list. Otherwise, this field will be grayed out indicating there are no selections to be made.
6. If you want to view a specific timeframe of the data, enter a **Start Date** and **End Date** as mm/dd/yyyy. To view all of the submitted date, leave the fields blank.
7. Click the Submit (**Submit**) button to generate the Coverage Report.


Coverage Report
The Coverage Report provides information about the level of services and data collection follow-up provided by each Grantee. The report provides a target for the number of individuals each Grantee expects to serve over a given time period and then provides data on the actual number of individuals served at three time periods: baseline, exit and follow-up. The completion of a self-report client survey instrument is used to designate an individual served for each time period. A Coverage rate for each time period is calculated by dividing the number of actual number of instruments completed for the time period by the original target number for the grantee. Please note that the data included in this report is not cleaned and might not match the cleaned data reported by the DACCC.
Grant Program
All program Outcome Data
Cohort
All available cohorts
Grantee
All available Grantees
Start Date
mm/dd/yyyy (Optional)
End Date
mm/dd/yyyy (Optional)
Submit
Submit button

(This is a screenshot displaying the Coverage Report Page.)

8. The report opens at the bottom of the current screen.
9. To print or save a copy of the report, you will have to export the report in another format. You can export the report by selecting a format from the **Select a format** dropdown list. Then, click the **Export** link.
    a. To close the document, click the (X) in the upper right corner.



(This is a sample screenshot displaying the Coverage Report.)

Tips

- If you are a grantee, you will only see the programs you are associated with. If you are a Project Officer, you will see all of your grantees.

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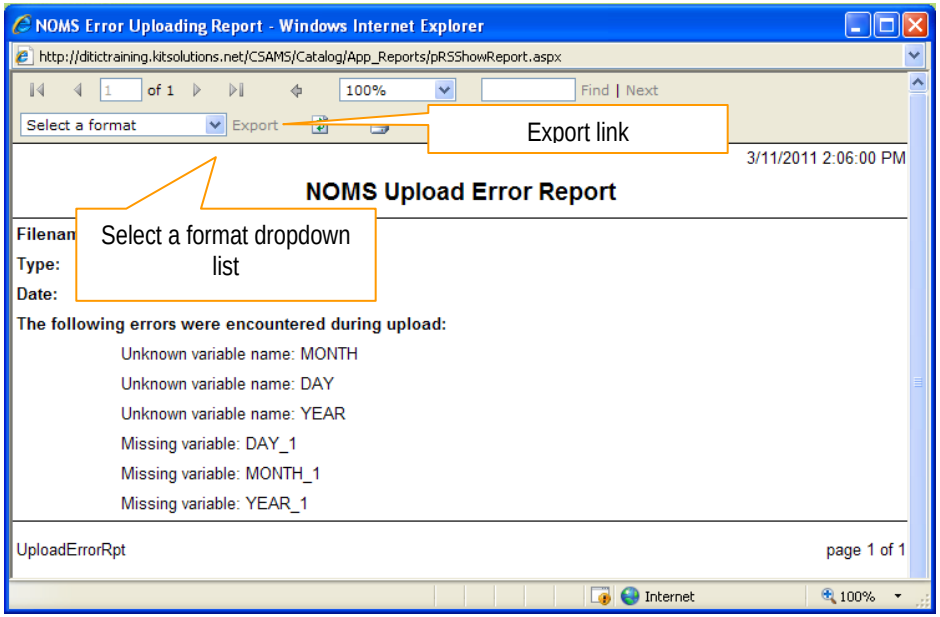
Error Report

If the wrong Form Type is selected or any of your variables do match the Codebook, you will receive an Error Report in Send My Files to CSAP and Revise My Submitted Data. The Error Report opens in a pop-up window. You should either disable the pop-up blocker while using NOMs Reporting. Then you must remember to enable it, when not in NOMs Reporting. You could also create exceptions for the pop-up blocker.

1. Once you have clicked the Submit (**Submit**) button in Send My Files to CSAP or Revise My Submitted Data, an Error Report will appear if there are errors in your file.
2. Click these buttons 1 of 1 to maneuver to other pages in the report. The single arrow either forward or backward, will move the view to the next page or the previous page. The arrows with the bar can move the report view to either the first or last page of the report.
3. The report cannot be printed from this screen. Select the format you would like to export the report to from the **Select a format** dropdown list.
4. Click the **Export** link.



(This is a sample screenshot of the Report Viewer.)

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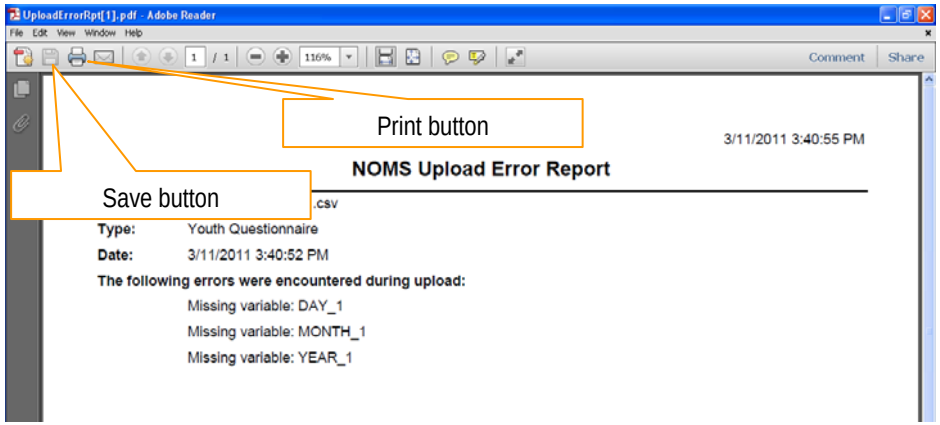
5. Once you see the report open in a new window, click the (Printer) button to print the report.
6. Click the (Disk) button to save the report.
7. To close the Report Viewer window, click on the in the upper right-hand corner.



(This is a sample screenshot of an Exported PDF Report.)

Tips

- If you selected *MS Excel* or *MS Word* as your export type, to Print or Save the report select Save when the File Download box appears. You can print from File.
- If you selected *Acrobat (PDF)* as your export type, to Save the report select Save when the File Download box appears. You can print from File.
- If you have not installed Adobe Acrobat Reader, the computer will prompt you asking if you would like to download the program at that time. Be aware that the program will take quite some time to download if you are connecting to the internet on a dialup connection.
- If you have a pop-up blocker on your computer, hold the Ctrl key down while clicking Submit. Hold the Ctrl key down until the Report is completely generated.

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